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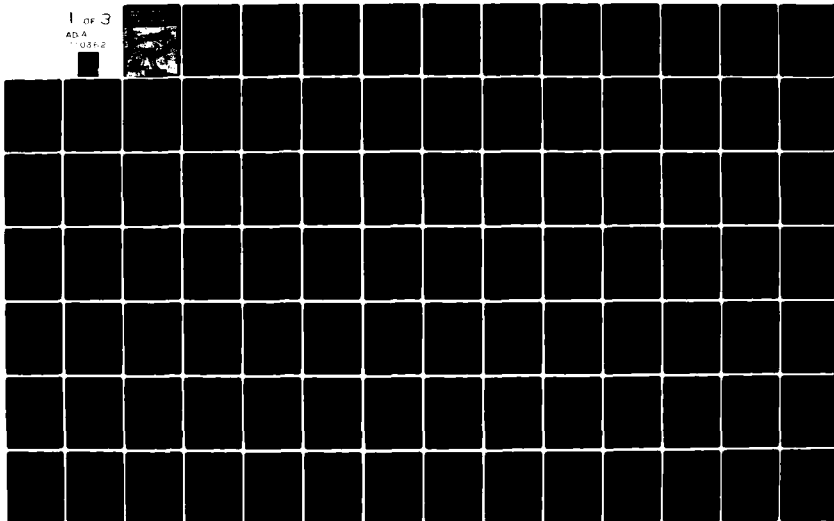
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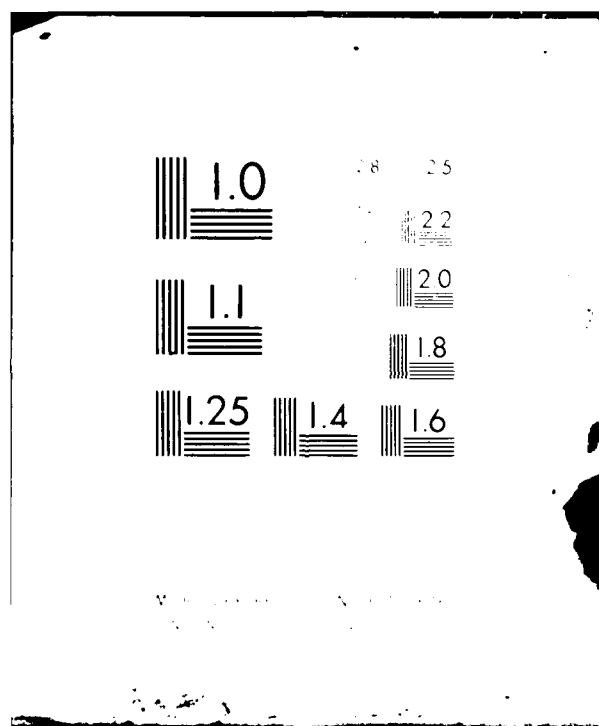
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# GRAND FORKS - EAST GRAND FORKS URBAN WATER RESOURCES STUDY

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## EAST GRAND FORKS FLOOD FIGHT MANUAL

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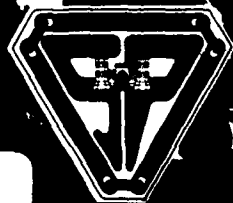
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20. ABSTRACT (Continue on reverse side if necessary and identify by block number) The goal of the Corps of Engineers Urban Study Program is to provide planning assistance to local interests in a variety of water resource areas, some not within traditional Corps areas of responsibility. The St. Paul District conducted the Grand Forks-East Grand Forks (GF/EGF) Urban Water Resources Study which was a cooperative effort among local, state and federal agencies. Primary attention was given to flood control, water supply and wastewater management; supporting investigations addressed recreation and energy conservation.		

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The East Grand Forks flood fight plan was developed by the city's Civil Defense Director and city engineer under contract with the St. Paul District. City personnel and citizens who led the flood fight efforts in 1978 and 1979 spring floods contributed their experiences and suggestions.

Flood emergency plans were developed jointly with Grand Forks, North Dakota and East Grand Forks, Minnesota, to improve their flood fight preparedness and effectiveness. Manuals, narrated slide programs and pamphlets were developed which covered: flood fight organizations and headquarters, responsibilities of local, state and federal agencies, preflood, flood fight and postflood operations, emergency evacuation plans, and citizen self-help measures.

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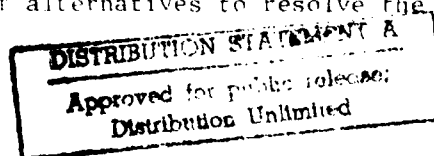
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## PREFACE

The Corp of Engineers' Urban Study Program is aimed at providing planning assistance to local interests in a variety of water resource and related land resource areas, including water supply, wastewater management, flood control, navigation, shoreline erosion, and recreation. In areas of traditional Corps responsibility (such as flood control), the Corps may implement and construct projects shown in the urban study to be feasible. In other areas (such as wastewater management), Corps involvement carries only through the planning stage; findings are turned over to local interests for incorporation into their broad urban comprehensive planning effort. Implementation is at the discretion of local interests in conjunction with appropriate State and Federal agencies.

The St. Paul District, Corps of Engineers, conducted the Grand Forks-East Grand Forks (GF/EGF) Urban Water Resources Study, which was a cooperative effort between local, State, and Federal agencies. The GF/EGF urban study spanned a time of transition in the Corp's urban study program. In mid-1978, directives were issued deleting the third and last stage of urban studies. At that time, the second stage of the GF/EGF urban study was nearing completion, but commitments for stage 3 studies had been made to local interests and involved State and Federal agencies. Therefore, the GF/EGF urban study was allowed to proceed to stage 3.

During the first stage, the 14-township study area was selected, broad topical problems to be addressed (water supply, wastewater management, and flood control) were identified, and a "plan of study" was developed. The plan of study outlined the general approach the study would follow. During stage 2, the topical problems were broken down into explicit problem areas. Investigators formulated a broad array of alternatives to resolve the study



area's problems. The alternatives were evaluated to eliminate those which were not suitable or cost effective. The stage 3 study examined in detail whose alternatives that passed the stage 2 screening. Alternatives were reassessed to determine their respective cost effectiveness and environmental/social impacts.

This particular document is 1 of 11 constituting the GF/EGF urban study report:

Summary Report

Background Information Appendix

Plan Formulation Appendix

Water Supply Appendix

Wastewater Management Appendix

Flood Control and Urban Drainage Appendix

Flood Emergency Plan for Grand Forks, North Dakota

City of East Grand Forks, Minnesota, Civil Defense Flood Fight Plan

Energy Conservation and Recreation Appendix

Public Involvement Appendix

Comments Appendix

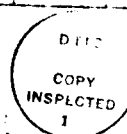
The East Grand Forks flood fight plan was developed by the city's Civil Defense Director and city engineer under contract with the St. Paul District, Corps of Engineers. City personnel and citizens who led the flood fight efforts in the 1978 and 1979 spring floods contributed their experiences and suggestions to help tailor the plan to East Grand Forks' needs.

The plan is a welcome addition to the city's flood fight repertoire because permanent protection cannot be justified for all flood-prone areas of the city. Unfortunately, the city will continue to rely on temporary levees or community

Even areas with potential for a permanent flood central project will continue to be susceptible to flooding for several years until the improvements are studied further and, if found feasible, funded and constructed. These areas will use the flood fight plan on an interim basis to guide emergency measures until permanent protection becomes available. The plan will then be revised to cover activities and equipment associated with the permanent floodworks, such as closures and pumping stations. The plan will also cover contingencies, for instance, if a flood exceeds the design level of protection.

The format of the flood fight manual is different from that of other urban study reports; however, it has been retained because of the uniqueness of the manual as a document that is to be used and referred to during a flood fight.

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CITY OF  
EAST GRAND FORKS, MINNESOTA

CIVIL DEFENSE  
FLOOD FIGHT PLAN

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## SECTION

### I

## INTRODUCTION

00-01   ARRANGEMENT AND LAYOUT OF THE PLAN   The Plan is divided into two major parts:

SECTION I contains a description and rationale on how the Civil Defense Director and Civil Defense Committee function during a flood emergency and also contains information on the current flood threat and the proposed flood emergency plan of action.

SECTION II contains information on 23 flood fight units which are (or can be) organized for flood fight purposes. A unit is defined as a task area which is organized and staffed to perform specific functions during a flood emergency. For the purpose of this report, a unit also represents a chapter. Each unit has three parts. Part 1 contains a general description and narrative on the need of the unit, Part 2 identifies the Unit Chief, Deputies, and Unit members and Part 3 suggests standard operating procedures and activities for each unit before, during, and after a flood emergency. The Civil Defense Director, Mayor, City Council, and Unit Chiefs comprise the membership of the Civil Defense Committee.

00-02   1979 FLOOD   During the 1979 flood, the U.S. Army Corps of Engineers provided the City of East Grand Forks with the technical assistance, resources, and equipment which were necessary to successfully fight the worst flood of the century. The Red River of the North crested at 48.81 feet on April 26, 1979.

For ten days, the Corps provided assistance and guidance in flood emergency operations. The Corps provided 2,450,000 sandbags, 205 rolls of polyethylene and 16 pumps for flood fight purposes. These materials were utilized to build 960 feet of new levee and upgrade 18,480 feet of temporary diking.

The Corps facilitated and approved emergency contracts with 12 different contractors. The massive amounts of material furnished by the Corps and the rapidity with which they acted are directly responsible for the city's ability to minimize damage and loss of life.

The magnitude of the flood and time constraints required a massive mobilization of resources and volunteers. Public and private schools cancelled classes from April 20, 1979 to May 1, 1979 (7 school days). Businesses closed and for approximately 10 days the entire city fought the flood. The flood fight effort was organized and managed under the East Grand Forks Civil Defense Committee.

At the time of the 1979 flood, the Corps was conducting the Grand Forks-East Grand Forks Urban Water Resources Study, a major facet of which focused on flood control. As part of the urban study, the Corps provided funds and technical services for development of a flood emergency plan of action to assist the city of East Grand Forks in future flood fights. The successful 1979 flood fight provided a firm basis for this emergency plan of action, and the Corps contracted with the city's Civil Defense Director, Dr. Orley Gunderson, and Consulting Engineers, Floan-Sanders, Inc. to prepare the plan of action as embodied in this report.

00-03 PLANNING The East Grand Forks Flood Emergency Plan of Action represents an attempt to document the knowledge and experiences gained by citizens of East Grand Forks, Minnesota, in flood fighting over the last thirty years. During this period, the city has experienced seven major floods. The authors propose that this plan be revised annually during the preflood period in February. The Civil Defense Director and twenty three Unit Chiefs identified will make plan revisions as dictated by changes in personnel and the size and layout of the city itself.

The plan attempts to anticipate problems and project possible solutions. Many of the proposed solutions have proven successful in previous floods, whereas other plans and solutions (morgue and burial, for example) have not been experienced. It is impossible to assume that everything which could happen during a flood can be planned for or that the unknowns can be totally predicted. The ultimate disaster, a total evacuation of the entire city, represents an unknown that is difficult to psychologically accept and plan for. In summary, the plan represents an attempt to plan on the basis of the most likely probabilities. Implementation of the plan should not be difficult, as it is based on knowledge of solutions to problems, both experienced and projected.

00-04    SPECIFICITY    The duties and activities of some units are spelled out in detail, whereas those of other units are discussed only in general terms. Future revisions will hopefully result in a happy medium between detailed specifics and generalities.

The authors believe that the plan must contain specifics in certain areas (for example, Engineering Unit) if it is to be practical and useful, even though specifics may, in some instances, cause problems because they could tend to reduce the spontaneity and limit the response options of flood fighters. However, the ever increasing frequency and severity of flood problems in the city will undoubtedly give future East Grand Forks flood fighters the opportunity to exercise, test out, and revise the plan! The geographic location of the city, the northerly flow of flood waters, the relative flatness of the valley, and the uncertain number of climatic variables which can combine in a multitude of ways to create a flood problem are all factors that could be cited as reasons to categorize the city of East Grand Forks as being very flood prone!

00-05    COMMUNICATIONS AND ASSESSMENT FOR THE CIVIL DEFENSE DIRECTOR

AND UNIT CHIEFS    Rapid and accurate communication is essential to a successful flood fight. Information and the ability to quickly make an overall appraisal of problems or situations (actual or developing) are vital. The decisions are directly tied to actions that may suddenly engage thousands of volunteers. Decisions based on false information or an inaccurate assessment of a particular situation could lead to a complete disaster or a great deal of unnecessary expensive, hard, painful, and dangerous work by thousands of persons. Radio, communications, telephone calls, meetings, helicopter inspections, on-site inspections, and conferences must all be utilized in order to make all the "right" decisions - small or large.

00-06    WARNING    The spring floods which the city of East Grand Forks experiences cannot be categorized as flash floods. Normally the National Weather Service and U.S. Army Corps of Engineers are able to provide a flood prediction anywhere from six weeks to one week in advance of the actual onset of spring flooding. This situation and a well organized flood fight plan should allow the Civil Defense Director and Committee time to make the proper preparations and arrangements. However, a heavy and widespread rainstorm could theoretically result in a "flash flood." The plan outlined in this document would be severely tested under a "flash flood" situation.

00-07    ASSUMPTIONS UNDERLYING THE MOBILIZATION OF MANPOWER AND RESOURCES

Flood emergencies require the utilization of human and material resources. Resources must be acquired and allocated for the 23 units of the flood fight organization. The locations of the necessary resources must be pre-identified to facilitate rapid mobilization. The appendices in the 23 units are designed to contain the data which will greatly speed the process of mobilizing resources which are spread out throughout the entire East Grand Forks community and States of Minnesota and North Dakota.

The mobilization of manpower has never been a problem in East Grand Forks. In past floods, the businesses, Air Force Base, schools, farmers, organizations, and citizens of East Grand Forks and surrounding communities have provided ample manpower to handle the flood emergency. This plan is designed with the assumption that the Civil Defense organization will be able to acquire the necessary manpower to implement the activities described in the Standard Operating Procedures for all 23 units contained in the plan.

The economic (property) resources have also been made available or obtained for a flood fight. Property, equipment, and goods have traditionally become community property used for the general welfare, i.e., for flood fighting. Hopefully, this community morality or attitude for the "common good" will continue to exist. The net effect of past massive mobilization efforts has tended to develop a notion of "community loyalty" and "Esprit de Corps" among all persons involved in the flood fight. This attitudinal resource is an extremely important ingredient which cannot be described in the plan or assigned as an activity in each unit. Again the plan has been developed with the underlying assumption that motivation will not be a negative factor in implementing the plan. The authors sincerely believe that the citizens living in East Grand Forks can organize physically and mentally to successfully cope with any disaster, flood or otherwise. Past flood fight efforts have demonstrated that leadership emerges and that the quality of leadership given by the Civil Defense organization has been excellent. This plan again assumes that the quantity and quality of leadership necessary to fight a flood will continue to exist in East Grand Forks.

00-08 COORDINATION/GOVERNANCE Coordination is the "key" to the success or failure of a flood fight. In normal, nonemergency times, overall coordination of the city is not relevant as the various community/city organizations (schools, fire department, Area Vocational Technical Institute (AVTI), police department, businesses, churches, street and sewer department, water and light department,

etc.) can carry out their activities in large measure independent of one another.

However, during a flood emergency all the resources of the city must be utilized for flood fight activities. Volunteers and organizations suddenly become involved in activities which are nontraditional and foreign to them. The service units of city government, such as police, fire, street and sewer, water and light, etc., have new duties which are beyond their capabilities. They must have additional resources (Coast Guard, National Guard, Army Corps of Engineers, etc.,) to cope with their added responsibilities.

Dike patrol, sandbag production, food services, sandbag dike construction, etc., are all functions which must be performed by hundreds and, in some cases, thousands of persons who never worked together before. All This Activity Requires A Coordinative Mechanism. The coordinative mechanism under which all activities are planned and managed is provided by the East Grand Forks Civil Defense Committee. The Civil Defense Director and Committee obtains, allocates, and distributes resources during a flood emergency.

Prior to the declaration of a flood emergency, the City Council governs all flood fight efforts. When city government (City Council) determines that the flood emergency presents problems beyond the resources and capabilities of city employees and city resources, a "Flood Emergency" is officially declared by the City Council. At this point, the Civil Defense Committee "takes over" and manages (not governs). City Council meetings are not held during a flood emergency unless there is a need to formally obtain a legal vote on a flood related matter/problem.

The management of a flood fight SHOULD NOT and CANNOT be directed by Council members who have been elected to a political office. A flood fight involving the efforts of thousands of volunteers and mobilized resources from the entire State SHOULD NOT and CANNOT be managed by votes taken around a City Council table. The Civil Defense Director must work with the Council and the Civil Defense Committee Unit Chiefs in a nonpolitical setting.

00-09 CONTROL, AUTHORITY, AND LEADERSHIP Coordination of the flood fight

is impossible without a system of overall control and authority. There must be a Civil Defense Director in charge of all operations and there must be many people who have responsibilities for different spheres of activity (23 units contained in the plan).

As stated previously, the individuals and groups who are cooperating during a flood emergency are relatively independent of one another during nonflood emergencies or normal times. A new authority pattern must be established to provide overall control during a flood. The authority pattern used in East Grand Forks will be the Civil Defense Committee. The Committee fills in the coordination gap which exists between the independent groups.

The new tasks and activities (Dike Patrol Unit, Sandbag Production Unit, Sandbag Dike Construction Unit, Food Services Unit, Evacuation Unit, etc.) created during a flood emergency do not fall under the jurisdiction or responsibility of any existing governing body. These new tasks necessitate new arrangements between organizations, volunteers, and many diverse State and Federal agencies not previously involved together during nonemergency times.

In addition, many of these flood fight tasks are created at approximately the same time, i.e., activity is going on simultaneously in many areas or units. To compound problems, the accomplishments of flood fight tasks in one unit sometimes become directly dependent on the achievement of flood fight tasks in other units, e.g., the Dike Patrol Unit may report a dike failure to the Communications Unit; the Communications Unit informs the Engineering Unit; the Engineering Unit contacts the Transportation Unit for 20 truck-trailers of sandbags; the sandbags will have to be filled, loaded, and quickly dispatched to the dike by coordination with the Production Unit; the Law Enforcement and Traffic Control Unit and National Guard must set up a traffic pattern and establish traffic control points to speed trucks to the dike; etc.

The author has gone to great lengths in an attempt to explain the

rationale underlying the need to have the flood emergency managed through the Civil Defense organization. Minor floods, which do not require mobilization of volunteers and community resources and can be handled by employees of the city, will be managed by the City Council and will not involve the Civil Defense Committee.

00-10 THE ROLE OF THE CIVIL DEFENSE DIRECTOR The success of the Civil Defense Director is his ability to solicit advice from the 23 Unit Chiefs and City Council members and to assign responsibilities and common sense authority. He must be a facilitator and must be able to gather and assimilate large amounts of data. However, sometimes he may not have time to acquire advice before making a major decision. At that point, he must use common sense, intuition, and basic principles.

00-11 ESSENTIAL PRINCIPLES FOR MANAGING THE CIVIL DEFENSE FLOOD FIGHT PLAN

The principles are:

- (1) Honesty. If you make a mistake, admit it and learn from it. In a flood emergency, you will make decisions and you will make errors regardless of how much advice you receive. There are times you will be forced into a no-win situation.
- (2) Equality. Sometimes you may be intimidated or forced to consciously or unconsciously support and favor a particular activity, group, unit, or individual. You must make an honest attempt to be fair and equal to all persons affected by the flood emergency.
- (3) Adaptability and Flexibility. The flood fight plan guides the flood fight effort but there will be instances when unit missions and operating procedures need to be altered. The failure to be flexible could hinder flood fight activities. The Civil Defense Director must encourage everyone to be creative and imaginative.
- (4) Participation and Involvement. Theoretically, all persons affected by Civil Defense Committee decisions should be participants in the

decision. This is possible and can be achieved through the Unit Chiefs and by opening all meetings to the public.

- (5) Accountability: The matter of placing blame or giving credit is relatively unimportant in a major flood fight that mobilizes large amounts of volunteer resources and manpower. However, the Civil Defense officials (Director and Unit Chiefs) who are accountable must possess or assume authority on flood fight decisions.

00-12 CIVIL DEFENSE AND CITY GOVERNMENT The Civil Defense Director is appointed by the City Council and serves at the pleasure of the board. The position has traditionally been held by a citizen who has another full-time position. The current salary for the position - \$150 per month.

The Director has no involvement with city operations until a flood emergency is declared. When a declaration has been declared, the Civil Defense Director suddenly becomes very involved in managing the Civil Defense Committee.

City officials with whom the Civil Defense Director must work are identified in Table I.

TABLE I  
1980  
CITY OFFICIALS  
CITY OF EAST GRAND FORKS, MINNESOTA

<u>TITLE</u>	<u>NAME</u>	<u>ADDRESS</u>	HOME PHONE	BUSINESS PHONE
Mayor	Louis A. Murray	445 River Dr. S.E.	773-0528	773-3644
Alderman-At- Large & Pres.	Jim Gander	724 5th Ave. S.E.	773-1619	772-5881
First Ward	Lynn Stauss	831 James Ave. S.E.	773-2775	773-1149
Second Ward	Allen W. LaFave	#2-1st Street N.E.	773-1204	772-7208
Third Ward	Duane P. Fettig	1724 - 8th Ave. N.W.	773-3689	775-4147
Fourth Ward & Vice-Pres.	James Mongoven	709 - 4th St. N.W.	773-2985	775-1310
Fifth Ward	George Wogaman	1703 N.W. 20th	773-9465	772-7108
Alderman-At- Large	Paul Hanson	206 Venus Drive	773-9487	773-3441
Clerk-Treas.	D.E. Mack	701 James Ave. S.E.	773-9116	773-2483
Dep. Clerk- Treas.	Gladys M. Hanson	22 Garden Court N.W.	773-8272	773-2483
City Attorney	Robert A. Matt	919 1st St. N.W.	773-1512	773-0333
City Assessor	Ralph R. Stockman	545 - 5th Ave. S.E.	773-1835	773-9721
Bldg. Official	Ellis L. Larson	1034-10th Ave. S.E.	773-1060	773-9722
Chief of Police	Richard J. Wald	533 - 5th Ave. S.E.	773-1450	773-1104
Supt. of Streets Sanitation & Sewage	Edwin J. Osowski	306 Mero Ct. S.E.	773-2382	773-1313 773-2442
Supt. of Mant. Dept.	Odin Olson	404 River Dr. S.E.	773-2864	773-9428
Fire Chief	Daniel J. Formato	802-2nd St. N.W.	773-9484	773-2403
Supt. of Parks & Recreation	Steven Gravseth	614-11th St. N.W.	773-9291	773-1181
Librarian	Patricia Conroy	2134-8th Ave. N.W.	773-2997	773-9121
Health Officer	Dr. James Leigh	516 Reeves Drive	772-1233	795-2000

TABLE I (continued)

1980

CITY OFFICIALS  
CITY OF EAST GRAND FORKS, MINNESOTA

<u>TITLE</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>HOME PHONE</u>	<u>BUSINESS PHONE</u>
Emergency Service Director	Dr. Orley Gunderson	1910 River Rd. N.W.	773-2381	773-3441
Asst. Civil Defense Director	Al Nixon	Sunshine Terrace	773-1396	773-1396
Supervisor - Water Plant	William Barrett	537-3rd Ave. SE	773-1817	773-1511
Supervisor, Water & Light District Systems	Jerry Neppel	1615 River Rd. N.W.	773-0292	773-0515

00-13     COORDINATION WITH OTHER AGENCIES DURING THE 1979 FLOOD AND FUTURE

FLOODS Coordination, communication, and cooperation involving citizens and State and Federal agencies are a necessity for a successful flood fight. Organizations which provided assistance and disaster relief during the 1979 flood and which could provide assistance in future floods include:

- (1) Minnesota National Guard     In 1979, the Guard provided approximately 135 personnel. They were headquartered at the Area Vocational Technical Institute (AVTI). The Commander worked under the supervision of the East Grand Forks Chief of Police. The Guard provided assistance on Traffic Control, Security, and Aerial Reconnaissance. When the City Council ascertains that the Guard is needed to supplement community resources, the Polk County Civil Defense Director is contacted. The County Director relays the request to the Polk County Sheriff, who makes the official request to the Governor of Minnesota.
- (2) U.S. Coast Guard     The U.S. Coast Guard supplements tasks and services normally performed by the East Grand Forks Fire Department. The Coast Guard Commander works under the supervision of the East Grand Forks Fire Chief.
- (3) Grand Forks Air Force Base     The Grand Forks Air Force Base is a valuable source of resources during flood emergencies. First, the Air Base can provide trucks, tractors, pumps, portable light plants, and air transportation during a flood emergency. Second, hundreds of base personnel volunteered for sandbag dike construction activities in the 1979 flood; the airmen will probably volunteer again in future flood fights.
- (4) National Weather Service, Fargo, North Dakota     The Fargo office provides forecasts and predictions essential for planning all engineering activities involved in a flood fight.
- (5) Federal Emergency Management Agency (FEMA)     The FEMA makes funds available for cleanup and repair of public damages if there is a

national disaster declaration.

- (6) American Red Cross The major tasks performed by the Red Cross during a flood emergency include: providing food services to volunteers, furnishing emergency shelter and housing, and providing medical services. The Red Cross has field staff available in many special areas.
- (7) Salvation Army The major activity performed by the Salvation Army is the delivery of food services to flood fighters. The local unit is well organized and provides an invaluable service to the community.
- (8) Mennonite/Church Groups The Mennonites are dedicated to assisting their fellow man in times of need. The equipment, personnel, and assistance received from the Mennonites in the 1979 flood was extremely helpful.
- (9) Minnesota Department of Emergency Services The State of Minnesota dispatches top administrators to advise local Civil Defense officials on flood fight actions. The personnel also train and assist the Civil Defense Director in making preparations for the flood. One of the most important functions provided by the Department of Emergency Services is locating and dispatching flood fight materials to the city during the flood and managing all activities needed to open offices for Disaster Relief agencies which provide assistance to flood victims.
- (10) Department of Natural Resources (DNR) The DNR provides a large number of pumps, personnel, and other resources.
- (11) Minnesota Highway Patrol The Patrol can dispatch additional patrolmen to the city to assist in traffic control and to assist the Civil Defense Director.
- (12) Minnesota Highway Department (MHD) Engineers and maintenance personnel from the MHD are contacted when roads and bridges have been flooded. They work closely with the Engineering Unit.

(13) Civil Air Patrol (CAP) The CAP can provide air reconnaissance, communications, and personnel during a flood emergency.

(14) U.S. Army Corps of Engineers The St. Paul District of the U.S. Army Corps of Engineers provides assistance to the city under Public Law 84-99 and Public Law 93-288. Public Law 84-99 authorizes an emergency fund to be expended at the discretion of the Chief of Engineers for the following:

- (A) Flood emergency preparation
- (B) Flood fighting and rescue operations
- (C) Repair of flood control works
- (D) Provide emergency supplies of clean drinking water
- (E) Provide advance measures

The Corps can also provide assistance under Public Law 93-288 when directed by the Federal Disaster Assistance Administration. Table II identifies key flood emergency personnel of the U.S. Army Corps of Engineers whom city officials would work with during a flood emergency. Appendix O-1 contains a Resolution and Assurance Agreement which must be completed by local officials and submitted to the District Engineer.

TABLE II

ST. PAUL DISTRICT  
EMERGENCY FLOOD CONTROL ACTIVITIES

Telephone numbers and location of key personnel for flood emergency.

<u>NAME</u>	<u>DESIGNATION</u>	<u>OFFICE PHONE</u>	<u>HOME PHONE</u>
Badger, William W.	<u>District Engineer</u> Colonel, Corps of Engineers	725-7501	452-5217
Draper, S.E.	<u>Deputy District Engineer</u> LTC, Corps of Engineers	725-7502	227-0476
Cuyler, Lynn E	Emergency Operations Manager	725-7511	437-8761
Fast, R.G.	<u>Flood Executive Officer</u> Chief, Engineering Division	725-7566	854-5516
Goetz, W. L.	<u>Asst. Flood Executive Officer</u> Chief, Const.-Opns. Division	725-7541	454-3722
Braatz, J.E.	<u>Public Affairs Officer</u> Chief, Public Affairs Office	725-7505	484-8245
Fischer, P.A.	<u>Flood Intelligence</u> Chief, Hydraulic Engineering & Foundation Materials Branch	725-7581	777-5037
Johnson, H. O.	<u>Asst. Flood Intelligence</u> Chief, Hydrology Section, ED-HF	725-7586	633-7791
Jewell, F. H.	Chief, Water Control Center	725-7583	436-3363
Fox, Sheldon	Communications Center-Hastings	437-2210	437-5284
Fletcher, R. B.	<u>Engineering Division</u> Chief, Design Branch	725-7956	484-4998

00-14 AFTER THE CREST/MAINTAINING THE FLOOD FIGHT EFFORT The most difficult and challenging period of time in a flood fight is immediately after the river has crested. Flood fighters are often physically and emotionally drained. The Civil Defense Director and Flood Fight Committee members must remind residents that danger will continue until flood waters have receded below flood stage. This message must be relayed to the public through the Civil Defense strategy meetings and news media releases. Some flood fighters will also have difficulty adjusting psychologically to the sudden lack of activity and public involvement.

00-15 CIVIL DEFENSE COMMITTEE The Civil Defense committee membership contains the following: Civil Defense Director; Assistant Civil Defense Director; Mayor; all City Council members; and the Chief of each flood fight unit. Table III identifies all members.

00-16 FLOOD FIGHT PLAN USAGE Each of the 23 units contains a description of the task area, identifies committee members, and suggests activities to be conducted before, during, and after the flood emergency. The units and pages are numbered in a manner that will facilitate future revisions. The page numbering system also will make it easy to distribute individual units of the plan to committee members who have no need for the entire plan.

TABLE III

## EAST GRAND FORKS CIVIL DEFENSE FLOOD FIGHT COMMITTEE MEMBERSHIP

1980

UNIT/TITLE	NAME	BUSINESS ADDRESS	HOME PHONE	BUSINESS PHONE
<b>UNIT I</b>				
Organization & Management	Orley Gunderson	1910 River Rd. N.W.	773-2381	773-3441
Asst. Director	Al Nixon	Sunshine Terrace	773-1396	773-1396
Mayor	Louis Murray	445 River Dr. S.E.	773-0528	773-3644
President-City Council	Jim Gander	724 5th Ave. S.E.	773-1619	772-5881
Alderman	Lynn Stauss	831 James Ave. S.E.	773-2775	773-1149
Alderman	Al LaFave	#2 First St. N.E.	773-1204	772-7208
Alderman	Duane Fettig	1724 - 8th Ave. N.E.	773-3689	775-4147
Alderman	Jim Mongoven	709 4th St. N.W.	773-2985	775-1310
Alderman	George Wogaman	1703 N.W. 20th	773-9465	772-7108
Alderman	Paul Hanson	206 Venus Drive	773-9487	773-3441
<b>UNIT II</b>				
Flood Headquarters & Fiscal Services	Dave Mack - Chief	701 James Ave. S.E.	773-9116	773-2483
	George Wogaman- Deputy	1703 N.W. 20th	773-9465	773-7108
	David Eikenes - Deputy	1722 River R. N.W.	773-0058	773-0058
<b>UNIT III</b>				
Engineering	Jim Gander - Chief	724 5th Ave. S.E.	773-1619	772-5881
	Gary Sanders - Deputy	875 James Ave. S.E.	773-1801	773-1185
	Don Floan - Deputy	869 James Ave. S.E.	773-1519	773-1185
<b>UNIT IV</b>				
Street & Sewer Systems	Ed Osowski - Chief	306 Mero Ct.	773-2382	773-1313
	Jim Gander - Deputy	724 5th Ave. S.E.	773-1619	772-5881
	Gary Sanders - Deputy	875 James Ave. S.E.	773-1801	773-1185

UNIT/TITLE	NAME	BUSINESS ADDRESS	HOME PHONE	BUSINESS PHONE
UNIT V Electricity & Water Distribution	Jerry Nepple - Chief	1615 River Rd. N.W.	773-0292	773-0515
	Jim King - Deputy	1227 4th Ave. N.	773-0517	773-0515
UNIT VI Public Information	Louis Murray - Chief	445 River Dr. S.E.	773-0528	773-3644
	Jim Gander - Deputy	724 5th Ave. S.E.	773-1619	772-5881
	Orley Gunderson - Deputy	1910 River Rd. N.W.	773-2381	773-3441
UNIT VII Supply/Manpower Resources Manage- ment	David Eikenes - Chief	1722 River Rd. N.W.	773-0058	
	Helmer Johnson - Deputy	813 N.W. 19th St.	773-9262	773-9262
	Lynn Stauss -Deputy	831 James Ave. S.E.	773-2775	773-1149
UNIT VIII Communications	Ivan Ferguson -Chief	1107 NW 18th	773-0876	773-2323
	Jim Mongoven - Deputy	709 4th St. N.W.	773-2985	773-1310
	Dale Munson - Deputy	214 Central Ave.	773-2403	773-7300
UNIT IX Dike Patrol	Angie Keller -Chief	710 N.W. 2nd St.	773-1024	773-1024
	Duane Fettig-Deputy	1724 8th Ave. NE	773-3689	775-4147
	Florence Soule - Deputy	714½ N.W. 1st St.	773-0264	773-0264
UNIT X Food Services	Darlene Enright- Deputy	628 20th St. NW	773-9151	773-9228
	Pat Leonard -Deputy	615 N.W. 13th	773-0134	773-0134
UNIT XI Sand Bag Production	Russell H. Beier - Chief	609 N.W. 13th	773-1756	773-3441
	Dale Neppel-Deputy	1431 5th Ave. NW	773-1624	773-3441
	Paul Hanson-Deputy	206 Venus Drive	773-9487	773-3441

UNIT/TITLE	NAME	BUSINESS ADDRESS	HOME PHONE	BUSINESS PHONE
<hr/>				
UNIT XII				
Sandbag Distribution & Transportation	Jay Croy - Chief	616 SE 6th St.	773-8368	773-3441
	Ray Brown - Deputy	1117 N.W. 17th	773-9316	773-3441
	Paul Hanson - Deputy	206 Venus Drive	773-9487	773-3441
<hr/>				
UNIT XIII				
Sandbag Dike Construction	John Tack - Chief	7 N.E. Third	773-1486	772-9471
	Al LaFave-Deputy	#2 First St. N.E.	773-1204	772-7208
<hr/>				
UNIT XIV				
Law Enforcement & Traffic Control	Dick Wald - Chief	533 5th Ave. SE	773-1450	773-1104
	Kermit Sundin - Deputy	1507 10th Ave. N.	772-6274	Unlisted
<hr/>				
UNIT XV				
Fire Protection	Dan Formato-Chief	802 N.W. 2nd	773-9484	773-2403
	John Newland-Deputy	822 NW 18th St	773-2538	773-2403
<hr/>				
UNIT XVI				
Warning	Dick Wald -Chief	533 5th Ave. S.E.	773-1450	773-1104
	Kermit Sundin-Deputy	1507 10th Ave. N.	772-6274	Unlisted
<hr/>				
UNIT XVII				
Evacuation	Dan Formato-Chief	802 N.W. 2nd	773-9484	773-2403
	Dick Wald - Deputy	533 5th Ave. SE	773-1450	773-1104
<hr/>				
UNIT XVIII				
Emergency Medical Services	Bill Cummings-Chief	1818 14th Ave. NW	773-3217	773-1313
	Dr. Rudy Skogerboe-Deputy	2411 W. Fallcreek	775-0240	780-6000

UNIT/TITLE	NAME	BUSINESS ADDRESS	HOME PHONE	BUSINESS PHONE
<hr/>				
UNIT XIX Health Services	Dr. Jim Leigh-Chief	516 Reeves Dr.	772-1233	795-2000
	Judy Nepple - Deputy	1431 5th Av. NW	773-1624	773-3441
<hr/>				
UNIT XX Shelter/Emer- gency Housing/ Welfare Services	Ellis Larson -Chief	1034 10th Ave. S.E.	773-1060	773-9721
	Don Dimond - Deputy	321 James Ave. S.E.	773-0169	773-2405
<hr/>				
UNIT XXI Search & Rescue	Dan Formato - Chief	802 2nd St. N.W.	773-9484	773-2403
	Dick Wald - Deputy	533 5th Ave. S.E.	773-1450	773-1104
<hr/>				
UNIT XXII Missing Persons	Dick Wald - Chief	533 5th Ave. S.E.	773-1450	773-1104
	Dan Formato - Deputy	802 2nd St. N.W.	773-9484	773-2403
<hr/>				
UNIT XXIII Morgue & Burial	Ken Stennes - Chief	1401 Central Ave.	773-9127	773-2971
	Tom Stennes - Deputy	902 NW 18th	773-3275	773-2971
<hr/>				

APPENDIX 0-1

RESOLUTION AND ASSURANCES AGREEMENT

RESOLUTION OF THE (BOARD OF COUNTY COMMISSIONERS)  
(CITY OR VILLAGE COUNCIL) OF

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WHEREAS, Public Law 99, 84th Congress, as amended, (33 U.S. Code, Section 701 n) provides a means of preparing for and combating damage by floods and flood waters; and

WHEREAS, ( ) has exhausted all resources available to it for flood emergency preparation and flood fighting and rescue operations; and

WHEREAS, on the date of this Resolution emergency flood preparation is needed and assistance required for this purpose as well as for flood fighting and rescue operations; and

NOW, THEREFORE, BE IT RESOLVED That the U.S. Army Corps of Engineers be, and is hereby, requested to furnish assistance in flood emergency preparation and in flood fighting and rescue operations.

BE IT FURTHER RESOLVED That in consideration of such assistance the above named Governmental body agrees to:

a. Provide without cost to the United States all lands, easements and rights-of-way for the emergency work, including, but not limited to, levee, borrow, spoil and access rights-of-way.

b. Hold and Save The United States free from all claims for damages attributable to the construction works except for damages due to the fault or negligence of the United States or its Contractors.

c. Operate and maintain the emergency construction works for the duration of the flood emergency.

d. Provide common labor.

e. Provide as required under the applicable provisions of Public Law 91-646 relocation assistance payments to those eligible because of dislocation of persons or property from their dwellings, farms or businesses due to the

acquisition of rights-of-way for the emergency flood construction work.

f. Remove after the flood emergency without cost to the U.S. Army Corps of Engineers any temporary emergency works constructed for the flood emergency.

BE IT FURTHER RESOLVED That the (Chairman of the County Board of \_\_\_\_\_) of (Mayor of the City of \_\_\_\_\_) be authorized to enter into agreements with the Corps of Engineers as to the means of supplementing the local flood emergency preparation and flood fighting and rescue operations.

\_\_\_\_\_  
(Chairman) or (Mayor)

Dated: \_\_\_\_\_ Member \_\_\_\_\_

Member

ER 500-1-1  
NCS Annexes A & B  
Change 1  
February 1980

INSTRUCTIONS FOR EXECUTION OF ASSURANCE FORM

1. Insert name of Sponsor in the following places:
  - a. On page 1, at the beginning of the first paragraph.
  - b. On page 2, below the date line and above the first signature line.
2. Insert date of execution on page 2.
3. Execute both copies of Assurance Form.
  - a. Original to be forwarded to District Engineer. Attached return envelope, which requires no postage, may be used.
  - b. Duplicate may be retained for Sponsor's files.
4. If Assurance Form is executed by someone in a representative capacity (Mayor of municipality, chairman of board of supervisors, levee district chairman, etc.), a copy of the Resolution authorizing execution must be attached to the Assurance Form when it is mailed to the District Engineer.

District Engineer  
U.S. Army Engineer District, St. Paul  
1135 U.S. Post Office and Customhouse  
St. Paul, Minnesota 55101

ASSURANCE FORM AND PERMISSION TO ENTER UPON LAND

EMERGENCY FLOOD CONTROL

PUBLIC LAW 99, 84th CONGRESS

Dear Sir:

---

(hereinafter referred to as "Sponsor") does hereby request the Federal Government, under the authorization contained in Section 5 of the Flood Control Act approved August 18, 1941, as amended (33 U.S.C, 701n), to provide supplementary assistance in performance of protective work required to cope with predicted flood flows, including the raising, strengthening and extending of Sponsor's levees by sand bagging or other temporary means.

In consideration of the benefits which are expected to accrue by reason of the participation of the United States in said emergency flood control work, Sponsor does hereby agree and pledge that it will truly and faithfully perform the following conditions, to-wit:

- a. Provide without cost to the United States all lands, easements and rights-of-way for the emergency work, including, but not limited to, levee, borrow, spoil and access rights-of-way.
- b. Hold and Save the United States free from all claims for damages attributable to the construction works except for damages due to the fault or negligence of the United States or its Contractors.
- c. Operate and maintain the emergency construction works for the duration of the flood emergency.
- d. Provide common labor.

e. Provide as required under the applicable provisions of Public Law 91-646 relocation assistance payments to those eligible because of dislocation of persons or property from their dwellings, farms or businesses due to the acquisition of rights-of-way for the emergency flood construction work.

f. Remove after the flood emergency without cost to the U.S. Army Corps of Engineers any temporary emergency works constructed for the flood emergency.

AND the said Sponsor, as part of the aforesaid consideration, does hereby release and forever discharge the United States, its officers, employees, agents, and assigns, in the prosecution of the proposed emergency flood control work herein contemplated, from all claims, demands, actions and causes of action whatsoever, which may arise by reason of, or in any manner have grown out of or alleged to have grown out of, the construction of the said flood control work as herein contemplated.

PERMISSION is hereby granted to the United States of America, its officers, employees, agents and assigns, and the Government contractors, their officers, employees, agents and assigns, to enter upon Sponsor's lands and rights-of-way, including any additional rights-of-way to be obtained by said Sponsor, for the purpose of performing the emergency flood control work hereinabove described.

IT is hereby certified that the undersigned have the legal authority to execute the above agreement; that the assistance herein requested is beyond the capability of local authorities; and that every possible effort shall continue to be made at the local level to accomplish effective protection from the flood.

EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_.

(Affix official seal here;  
if none, so state)

(NAME OF LOCAL INTEREST)

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ACCEPTANCE OF ASSURANCES

The foregoing Assurances of the \_\_\_\_\_

\_\_\_\_\_

are hereby accepted for and on behalf of the United States of America.

DATE: \_\_\_\_\_

\_\_\_\_\_  
District Engineer

I

EAST GRAND FORKS CIVIL DEFENSE MANAGEMENT AND ORGANIZATION UNIT

PART

1

UNIT OVERVIEW

01-01     DESCRIPTION OF UNIT   The management and organization of the Civil Defense Committee is the responsibility of the Civil Defense Director and Assistant Director. This unit describes some of the major duties and responsibilities of the Civil Defense Director before, during, and after a flood emergency.

01-02     LOCATION OF UNIT     The Civil Defense Director and Assistant Director will be stationed at Flood Control Headquarters. However, they will conduct numerous inspections and become directly involved in coordinating flood fight activities in different parts of the city.

01-03     RESPONSIBILITIES OF CIVIL DEFENSE DIRECTOR   Section I describes the procedures utilized to activate the Civil Defense Flood Fight Committees. Some of the major responsibilities of the Civil Defense Director include: Develop and implement flood fight plan; plan and conduct all meetings; coordinate involvement of city officials in as many activities and decisions as possible, and recruit and train unit chiefs and key supervisors for different flood fight functions.

01-04     STAFFING/ORGANIZATION   Table III contains a list of all flood fight committee members. Chart I identifies and describes the Civil Defense Flood Fight Committee organization and personnel.

## PART

2

EAST GRAND FORKS CIVIL DEFENSE MANAGEMENT & CIVIL DEFENSE UNIT CHIEF, DEPUTIES,  
AND MEMBERS

<u>NAME</u>	<u>ADDRESS</u>	<u>BUSINESS PHONE</u>	<u>HOME PHONE</u>
Orley D. Gunderson Director	1910 River Rd. NW EGF, Mn. 56721	773-3441	773-2381
Al Nixon Asst. Director	Sunshine Terrace	773-1396	773-1396
Louis Murray Deputy	445 River Drive S.E.	772-5851	773-1619
James Gander - President City Council	724 5th Ave. SE	772-5881	773-1619
Allen LaFave - Alderman City Council	2 1st St. NE	772-7208	773-1204
James Mongoven - Alderman City Council	709 NW 4th	775-1310	773-2985
Duane Fetting - Alderman City Council	1724 8th Ave. NW	775-4147	773-3689
George Wogaman - Alderman City Council	1703 NW 20th St.	772-7108	773-9465
Lynn Stauss - Alderman City Council	831 James Ave. SE	773-1149	773-2775
Paul Hanson - Alderman City Council	206 Venus Drive	773-3441	773-9487

PART

3

STANDARD OPERATING PROCEDURES OF EAST GRAND FORKS CIVIL DEFENSE MANAGEMENT AND ORGANIZATION UNIT

3A Preflood Activities

- (1) Keep abreast of flood outlook by: attending State-called Emergency Services meetings and receiving forecasts and reports from Fargo National Weather Service.
- (2) Keep City Council and Mayor informed of latest river forecasts and flood crest predictions.
- (3) Conduct briefing for all flood emergency unit chiefs and deputies and review plans for all units.
- (4) Attend meetings of area service clubs and organizations to inform them of the situation and the city's preparedness.
- (5) Work with the Public Information Officer and prepare news releases regarding flood outlook and problems.
- (6) Hold special meetings and briefings with Unit Chiefs in Engineering, Electricity and Water Distribution, and Street and Sewer Units.
- (7) Direct Unit Chiefs to begin preparing Flood Control Headquarters when National Weather Bureau predicts a river level that will require volunteers to supplement city resources.
- (8) Make official statement to news media and urge property owners with flood prone property to take out flood insurance and/or to flood proof their property.
- (9) Order flood fight equipment and materials which are in short supply.
- (10) Update and revise flood fight plan and organization.
- (11) Plan and conduct a preflood Civil Defense Committee meeting.
- (12) Serve as liaison and maintain communications with County, State, and Federal civil defense groups, organizations, and agencies which render or contract services and resources to the city of East Grand Forks

- (13) Recruit persons for various leadership vacancies and assign leadership responsibilities.
- (14) Assist Unit Chiefs to develop objectives and strategies and to train persons in their unit.

3B Flood/Emergency Activities

- (1) Activate all stations in Flood Control Headquarters.
- (2) Request that City Council meet and officially declare a flood emergency . Also recommend that Council members consider calling in the National Guard.
- (3) Hold daily meetings with all Unit Chiefs and facilitate coordination within and between all units by making sure communication network is sound. Identify areas where Unit Chiefs are having problems achieving their objectives.
- (4) Keep abreast of all problem areas by making tours and inspections of all flood emergency activities and stations, particularly the Engineering Unit and units stationed at A.V.T.I. Aerial tours in National Guard helicopters will be utilized when time constraints exist.
- (5) Prepare situation reports and brief the Public Information Officer on information to be released to news media.
- (6) Prepare agendas for Civil Defense Committee meetings and conduct all meetings.
- (7) Act and make decisions on all problem areas which cannot be handled by Unit Chiefs.
- (8) Consult with City Clerk, Mayor, Chairman of Council, and/or Council members on problems which are difficult or involve major expenditures.
- (9) Serve as the Public Information Officer or assist the Public Information Officer on special problems.

- (10) Continuously brief, update, and remain in communication with the Polk County Civil Defense Director and field representative from the Minnesota Department of Emergency Services and relay requests for flood fight materials and resources to them.
- (11) Stress that all Unit Chiefs and Deputies constantly monitor and correct all situations presenting a safety hazard.
- (12) Stay in contact with the U.S. Army Corps of Engineers and National Weather Service for new developments which may effect the predicted crest and crest date.
- (13) Plan and develop itineraries, news conference schedules, tours and meeting agendas for visiting dignitaries, such as the Minnesota Governor, U.S. Senators, and U.S. Representatives.
- (14) Prepare briefings and situation reports for the Public Information Officer by 7 a.m., 11 a.m., 5 p.m., and 9 p.m. daily.
- (15) Inform all Unit Chiefs, Deputies, and flood fighters that all persons should schedule eight hours of sleep a day - including the Civil Defense Director. This should be stressed at meetings and in news releases.
- (16) Answer telephone calls and questions or refer such to Flood Control Headquarters personnel who have time and expertise to respond.
- (17) Send home Unit Chiefs and/or flood fight personnel who are fatigued/exhausted.
- (18) Anticipate potential problems for the upcoming day and assign personnel to study and come up with alternative solutions. This may include the need to make massive appeals for assistance to other communities or organizations such as the University of North Dakota, public schools, Grand Forks Air Force Base, Corps of Engineers, etc.

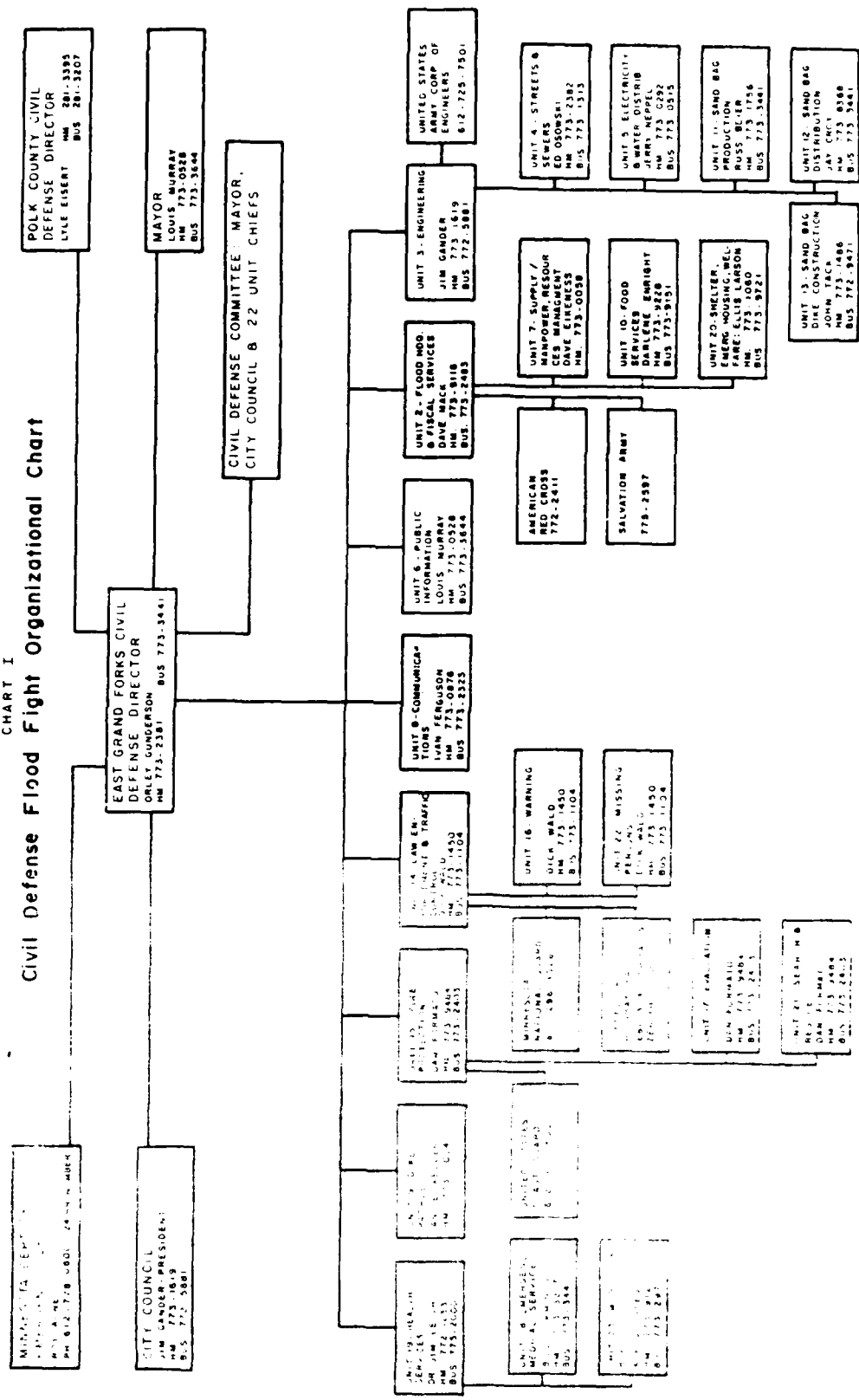
- (19) Constantly monitor the dike and advise the Council when an evacuation situation develops.
- (20) Remain in Flood Control Headquarters as much as possible and inform the Headquarters Unit and Communication Unit of the Director's location at all times when not at the Flood Control Headquarters. He must have capability to be in radio contact with the Flood Control Headquarters at all times.
- (21) Maintain a positive attitude and keep the entire Civil Defense flood fight organization progressing towards achievement of their unit objectives.
- (22) Request that the City Attorney monitor flood fight activities, meetings, and reports and advise on potential legal problems.
- (23) Advise the Council that they request nonessential businesses to close when flood dangers and flood fight activities are intensive.
- (24) Coordinate the closing of all bridges that connect East Grand Forks and Grand Forks with the Mayors of the two cities.
- (25) Monitor and inspect administrative record keeping systems of all units.

#### C. Recovery/Postflood Activities

- (1) Remain stationed at Flood Control Headquarters and deactivate unit as volunteer resources are no longer needed.
- (2) Meet with Engineering Unit, Corps of Engineers, and City Council members to decide a date when the Minnesota National Guard and U.S. Coast Guard can be released.
- (3) Hold final Civil Defense Committee meeting after the danger has passed. Thank the committee members and request that final reports be submitted while everything is still fresh in their minds.

- (4) Work with the Council and Mayor to develop a news release to officially thank the public and all persons who contributed resources during the flood fight.
- (5) Work with the Federal Emergency Management Agency and other disaster relief agencies and assist them in setting up offices and delivering services to flood victims.
- (6) Assist the Engineering Unit prepare Damage Assessment and Damage Survey reports.
- (7) Prepare news releases to answer often asked questions concerning cleanup, debris removal, health problems, reopening of streets and bridges, removal of sandbag dikes and clay dikes, repair of damaged yards, damage to public and private property, etc.
- (8) Write "Thank You" letters to church groups, organizations and persons who made major contributions to the flood fight.
- (9) Speak to community service organizations which request information and statistics on the flood.
- (10) Summarize all unit reports and prepare a final report on the flood fight. Present the report to the City Council and news media.
- (11) Represent city interests at postflood meetings and prepare and present testimony at Congressional hearings and State and Federal meetings and conferences which address flood fighting issues or long-range solutions to the city's flood problems.
- (12) Update, revise, and rewrite the Flood Emergency Plan of Action based on unit reports and postflood experiences.

# CHART I Civil Defense Flood Fight Organizational Chart



## II

### EAST GRAND FORKS CIVIL DEFENSE FLOOD HEADQUARTERS ADMINISTRATION AND FISCAL SERVICES UNIT

#### PART

#### 1

#### UNIT OVERVIEW

02-01   FLOOD MISSION   The Flood Headquarters Administration and Fiscal Services Unit will facilitate and coordinate all services to open, manage, and deactivate the Flood Control Headquarters. This unit's major responsibility will be to control and regulate all purchases. The unit will also be responsible for providing secretarial services for all reports or documents which must be typed. This unit will also assist the Civil Defense Director and Public Information Officer by receiving, logging, and transferring messages or inquiries to them.

02-02   STAFFING   This unit does not exist as a permanent unit of city government. Therefore, the unit will be staffed by volunteers who are familiar with the city and past flood fight efforts. The City Clerk-Treasurer will provide guidance to the unit.

02-03   LOCATION OF UNIT   The unit will be located in Flood Control Headquarters.

02-04   LIAISON   The unit will work closely with the Supply Unit and will advise the Civil Defense Director and Engineering Unit.

PART

3

EAST GRAND FORKS DEFENSE FLOOD HEADQUARTERS ADMINISTRATION AND FISCAL  
SERVICES STANDARD OPERATING PROCEDURES

3A Preflood Activities

- (1) Position supplies, equipment, and office materials by units in the Flood Control Headquarters according to the floor plan (see Appendix II-1).
- (2) Review inventory supply and kinds of records, files, and purchase orders which must be kept.
- (3) Inspect and set up unit signs in spaces allocated to those units with stations at the Flood Control Headquarters (see Appendix II-1).
- (4) Review and coordinate equipment and service needs requests made by the Communications Unit.
- (5) Position vital profiles, records, river level readings charts, dike patrol maps, evacuation maps, bulletin boards, directories, and blackboards needed in the Flood Control Headquarters.
- (6) Review floor plan layout, equipment, and services of East Grand Forks City Hall Basement Flood Control Headquarters.
- (7) Develop and maintain directory of all persons/businesses crucial to the flood fight.

3B Flood/Emergency Activities

- (1) Assign space and services to all units and organizations with stations in the Flood Control Headquarters when the official forecast is for 45 feet or more.
- (2) Coordinate the initial activation of all units which set up in Flood Control Headquarters. Units include: Food Services; Coast Guard; National Guard; Communications; Dike Patrol; Engineering;

Media; Red Cross; Corps of Engineers; Health Services; and Missing Persons (if Necessary).

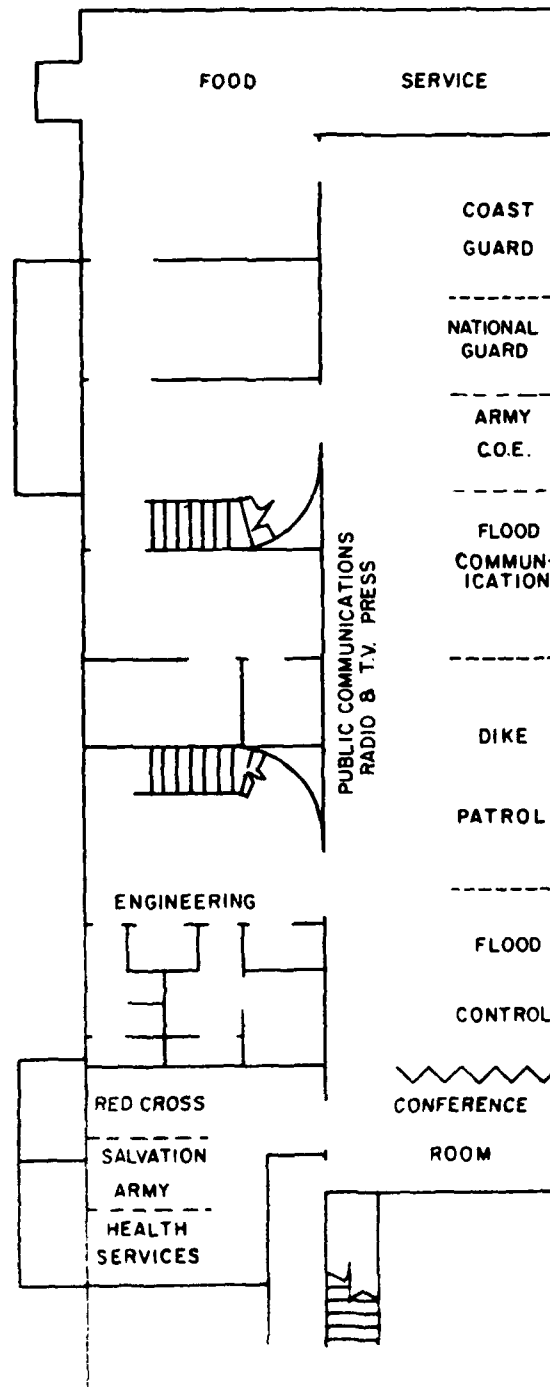
- (4) Distribute, approve, and file all purchase orders.
- (5) Receive regularly all data, reports and information from the Fargo Weather Service and relay information to the Engineering Unit and Civil Defense Director.
- (6) Log all calls and requests made to Flood Control Headquarters and respond to concerns, questions, advice, and problems received from the general public.
- (7) Maintain a message and information board.
- (8) File reports received from all units and relay all messages and requests received from Unit Chiefs to the Civil Defense Director.
- (9) Type up news releases for the Public Information Officer.
- (10) Type up agendas for all Civil Defense strategy meetings and other meetings or news conferences.
- (11) Relay all phone calls from newspapers, radio stations, TV stations, and Wire Services to the Public Information Officer and/or Civil Defense Director.
- (12) Refer all newsmen and media personnel who are requesting information to the Public Information Officer and/or Civil Defense Director.
- (13) Prepare situation reports for the Civil Defense Director by 6 a.m. and 5 p.m. daily.
- (14) Log and communicate offers of assistance from farmers and other cities to the Civil Defense Director.
- (15) Locate hard-to-find equipment and materials ordered by the Engineering Unit or other units - usually by phone. Make arrangements to pick up the equipment or materials. This activity will be coordinated with the Supply Unit.

- (16) Maintain communications with Flood Control Centers in Crookston and Grand Forks.
- (17) Locate and place orders for persons/businesses who have skill, resources, and equipment to maintain and/or repair essential flood equipment.
- (18) Maintain and continually update a telephone and address directory of persons, businesses, and services critical to the flood fight effort.
- (19) Schedule custodial maintenance of the Flood Control Headquarters.
- (20) Receive and handle approval procedures for private citizens' sandbag orders with the Engineering Unit, Civil Defense Director, or Mayor (see Appendix II-2).
- (21) Maintain records on homes and properties which have been evacuated.

3C Recovery/Postflood Activities

- (1) Maintain personnel to staff Flood Control Headquarters 24 hours per day until no longer necessary.
- (2) Deactivate all units stationed at the headquarters and properly store all records and flood fight materials.
- (3) Submit all fiscal records to the City Clerk.
- (4) Make arrangements to return all donated fighting materials.
- (5) Assist all State and Federal agencies to set up stations to assist the general public in receiving emergency relief and information on available assistance.
- (6) Prepare the final report for the Civil Defense Director regarding major problems encountered and recommendations for future floods.

**APPENDIX II-1**  
**EAST GRAND FORKS CIVIL DEFENSE FLOOR PLAN OF FLOOD CONTROL**  
**HEADQUARTERS AND UNIT ASSIGNMENT**



APPENDIX II-2

EAST GRAND FORKS FLOOD CONTROL HEADQUARTERS

PRIVATE CITIZEN SANDBAG REQUEST FORM

ORDER FOR SANDBAGS

Date \_\_\_\_\_

\_\_\_\_\_  
(Name) (Address)

is hereby authorized to receive (NO.) \_\_\_\_\_ filled sandbags.

(NO.) \_\_\_\_\_ empty sandbags.

\_\_\_\_\_  
(Authorizing signature)

Civil Defense Director, Council Member,

Engineer, Mayor

### III

#### EAST GRAND FORKS CIVIL DEFENSE ENGINEERING UNIT

#### PART

#### I

#### UNIT OVERVIEW

03-01 FLOOD MISSION The Engineering Unit is responsible for planning and coordinating all engineering activities during a flood emergency. This unit also coordinates and directs the flood emergency tasks which must be performed by regular fulltime city employees in the Water and Light Department (Jerry Neppel) and the Street and Sewer Department (Ed Osowski). The unit must also communicate and coordinate flood emergency engineering tasks with the utilities serving East Grand Forks including: Northern States Power, natural gas, Northwestern Bell Telephone, Grand Forks Cable TV, etc.

03-02 LIAISON WITH CORPS The Engineering Unit advises the Mayor, Council, and Civil Defense Director of all construction activities which will use city employees, volunteers, and private businesses under contract to the city. The unit is responsible for coordinating all work with the Corps of Engineers involved with acquiring bids and awarding contracts for flood emergency construction work.

03-03 EVACUATION The Engineering Unit has a responsibility to advise the Mayor, Council, and Civil Defense Director of the need for evacuation. The unit will consult with representatives from Minnesota Department of Emergency Services on all problems related to the evacuation of homes and buildings.

03-04 LOCATION The unit will have a station in the Flood Control Headquarters. The station will be located next to the Corps station. The unit will have the capability of being in constant radio communication with all Field Engineers, the Chiefs of the Electricity and Water Distribution Unit, Street and Sewer Unit, and the Civil Defense Director.

03-05 STAFFING The Engineering Unit will have one secretary and one engineer on duty at Flood Control Headquarters on a continuous basis during the emergency. The number of field engineers on duty will be dictated by the situation and amount of construction activity in progress.

## PART

2

## EAST GRAND FORKS CIVIL DEFENSE ENGINEERING UNIT

## CHIEF, DEPUTIES AND MEMBERS

<u>NAME</u>	<u>ADDRESS</u>	<u>BUSINESS PHONE</u>	<u>HOME PHONE</u>
1. Jim Gander, Chief	724 5th Ave. S.E.	772-5881	773-1619
2. Don Floan, Deputy	869 James Ave. S.E.	773-1185	773-1519
3. Gary Sanders, Deputy	875 James Ave. S.E.	773-1185	773-1801
4. Dean Wieland	1802 South 38th St. (GF)	773-1185	775-7195
5. Mark Floan	1522 SE 10th St.	773-1185	773-1281
6. Jerry Pribula	R. R. 2	773-1185	773-9300
7. Orley D. Gunderson	1910 River Rd. NW	773-3441	773-2381
8. Ed Osowski	306 Mero Ct. SE	773-1313	773-2382
9. Dave Mack	701 James Ave. SE	773-2483	773-9116
10. Robert Zavoral	R.#1 Bygland Rd.	773-0586	773-0586
11. Florian Consorowski	10 Timberline Ct.	775-7011	773-3251

PART

3

STANDARD OPERATING PROCEDURES  
OF EAST GRAND FORKS CIVIL DEFENSE ENGINEERING UNIT

3A Preflood Activities

- (1) Position records, maps, displays, and engineering equipment in the Flood Control Headquarters.
- (2) Contact the Corps of Engineers to assist the Engineering Unit in reviewing and inspecting dikes, levees, pumps, lift stations, and flood gates.
- (3) Develop a checklist of engineering tasks which must take place at river stages ranging from 28.0 feet to 52.0 feet (see Appendix III-1).
- (4) Develop maps identifying locations of all preflood engineering tasks (see Appendix III-2 found at very end of this report).
- (5) Begin recording gage readings at points upstream.
- (6) Obtain data inventory of flood fight equipment (see Appendix III-3) and resources (see Appendix III-4).
- (7) Develop a directory of contractors/companies who have heavy-duty earth-moving equipment, trucks, caterpillars, graders, and loaders (see Appendix III-5) for contract work.
- (8) Locate borrow pit.
- (9) Determine types and amount of equipment for construction activities.
- (10) Contact private contractors and obtain and forward bids to Corps of Engineers. This could be a preflood or during flood emergency activity.
- (11) Review plans for a communication system with Street and Sewer Unit and Electricity and Water Distribution Unit.

**3B Flood/Emergency Activities**

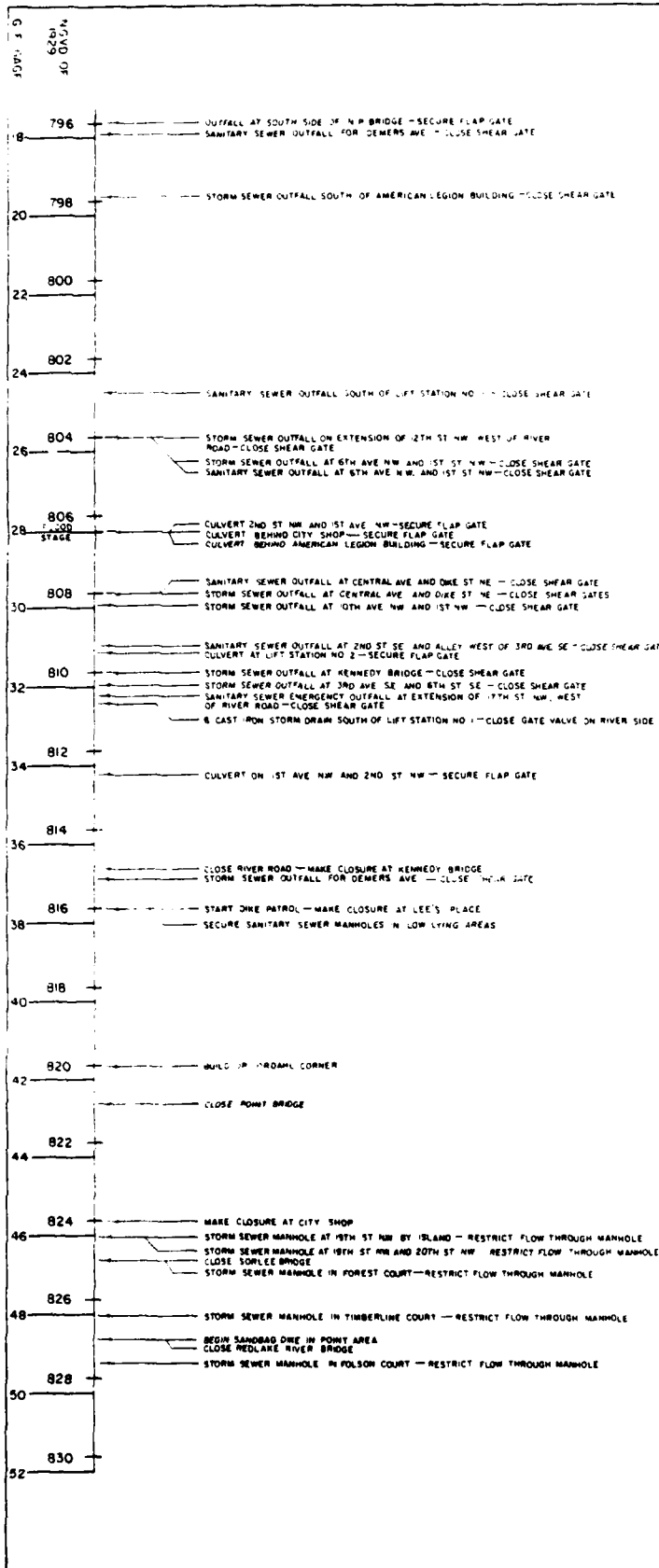
- (1) Activate and staff the Engineering Unit in the Flood Control Headquarters 24 hours per day.
- (2) Begin taking and recording official river gage readings.
- (3) Advise the Civil Defense Director of construction projects requiring volunteer labor.
- (4) Estimate and prepare bid specifications and receive bids for work to be contracted through the Corps of Engineers.
- (5) Supervise and monitor the checklist of all engineering tasks to be performed as the river rises (see Appendix III-1).
- (6) Provide direction to all units involved in flood fight construction activities.
- (7) Provide data and information to the Public Information Officer.
- (8) Provide direction and cooperate with natural gas and telephone companies and other utility companies on emergency tasks and actions they must perform.
- (9) Check out and act on all situations or emergencies reported by the Dike Patrol Unit.
- (10) Maintain accurate records and logs on contracted work.
- (11) Provide advice to the City Council on all questions concerning public safety and the need for evacuations.
- (12) Maintain communications with the National Weather Service Office in Fargo and utilize river readings and forecasts for planning.
- (13) Conduct aerial reconnaissance missions up the Red and Red Lake Rivers and around the dike system protecting the city.
- (14) Supervise and monitor the construction activities of volunteers supervised by the thirty Sandbag Dike Construction Supervisors.
- (15) Inform the Mayor of problems involving right-of-way or other legal matters.

- (16) Initiate and follow through on all assistance requests transmitted to the Corps of Engineers.
- (17) Arrange to document flood fight activities and damages incurred by having a professional photographer take pictures. Coordinate documentation of flood with Corps of Engineers and other agencies also documenting the flood
- (18) Prepare briefings for the Civil Defense Director and Civil Defense strategy meetings.
- (19) Plan for and monitor interior drainage problems. Specify sites for installation of pumps.
- (20) Inform all residents of East Grand Forks to plug their sewer drains. Issue a statement to the news media and be available to answer telephone calls (see Appendix III-6).
- (21) Plan and coordinate the distribution of equipment, personnel, and materials for emergency operations.
- (22) Prepare, manage, and record all contracts issued during the flood emergency.
- (23) Collect river stage data at all bridges within city on an every 6-hour basis. Such river stage data should be referenced to USGS datum.

### 3C Recovery/Postflood Activities

- (1) Open streets, bridges, and evacuated areas according to priorities as the river level recedes.
- (2) Assess and record damage sustained by public and private property by filling out Damage Survey Reports.
- (3) Prepare bid specifications and coordinate letting of bids for debris clearance and emergency levee removal.

- (4) Prepare final reports.
- (5) Work with State and Federal disaster agencies providing assistance to city.
- (6) Prepare final report for the Civil Defense Director regarding problems encountered and recommendations for future flood fights.



ENGINEERING ACTIVITIES WHICH MUST TAKE PLACE AT DIFFERENT RIVER ELEVATIONS  
 APPENDIX III-1  
 FLOOD PREVENTION SUPPLEMENT  
 00 GRAND FORKS GAGE  
 778 35 FT ABOVE SEA LEVEL

# APPENDIX III-1 SUPPLEMENT

## FLOOD PREPARATION

(con't)

The relationship between the flood gage at the Riverside Park dam in Grand Forks, North Dakota and the USGS datum is as follows:

0.00 on the flood gage is 778.35 ft. above sea level

28.0 flood stage on flood gage is 806.35 ft. above sea level

At the crest of the Red River in 1979, the flood gage read 48.81\* or 827.16 ft. above sea level at the recording station.

Elevations varied throughout East Grand Forks, Minnesota because of the headloss at bridges and general elevation changes upstream from recording stations.

Riverside Park gage	827.16
South side of U.S. #2 (Kennedy) Bridge	827.91
South side of BNRR Bridge of 5th St. N.W.	828.76
South side of DeMers Ave. Bridge	829.31
South side of BNRR Bridge on Hill St. N.W.	829.31
East side of Red Lake River Bridge	829.74
South side of Point or Inter City Bridge on 1st St. S.E.	829.66
River elev. at 8th St. S.E. and Red River	830.47
River Elev. at 4th St. S.E. and Red Lake River	830.06

\* Adjusted by Orrin Holman - USGS after flood; resurveyed

APPENDIX III-4

EAST GRAND FORKS CIVIL DEFENSE INVENTORY LIST OF FLOOD FIGHT MATERIALS

<u>ITEM</u>	<u>QUANTITY</u>	<u>LOCATION</u>	<u>REMARKS</u>
(1) Sand	0	Water Treatment Plant	
(2) Sandbags	20,000	Water Treatment Plant	
(3) Wire ties	0	Water Treatment Plant	
(4) Twisters	2	Water Treatment Plant	
(5) Shovels	25	Water Treatment Plant	
(6) Pallets	300	Water Treatment Plant	
(7) Raingear	0	Water Treatment Plant	
(8) Polyethylene	30 rolls	Water Treatment Plant	

APPENDIX III-5

EAST GRAND FORKS CIVIL DEFENSE DIRECTORY OF AREA CONTRACTORS WITH FLOOD FIGHT EQUIPMENT

<u>CONTRACTOR AND CONTACT PERSON</u>	<u>ADDRESS</u>	<u>BUSINESS PHONE</u>	<u>HOME PHONE</u>	<u>KIND/AMOUNT OF EQUIPMENT</u>
1. Zavoral Const. R.J. Zavoral	521 Bygland Rd. SE - EGF	773-0586	773-0586	Earth Moving Equipment Trucks
2. Valley Contracting Jim McMenamy	Columbia Road-Grand Forks	772-5547	772-9317	Trucks - Loaders
3. East Grand Forks AVTI	2022 Central Ave. NE - EGF	773-3441		Fork Lifts, Trucks & Drivers Parking lot for Sandbag Const.
4. Badger Excavating Lynn Jabs or Ken Moulds	509 S. Third St. - Grand Forks	775-3888	773-1757	Laborers and Trucks
5. Concrete, Inc.	5000 DeMers Ave.-Grand Forks	772-6687		Trucks and Sand
6. Bradshaw Gravel Supply	728 Red Dot Place-Grand Forks	746-7491		Trucks and Sand
7. Stauss, Inc. Larry Stauss Dan Stauss	1710A-5th Ave. NE - EGF	773-2259	773-1608 773-1361	Fork Lifts
8. Lavelle Lumber	2500 DeMers Ave.-Grand Forks	775-5593		Fork Lifts
9. City of EGF Ed Osowski	200 1st Ave. NW - EGF	773-2442	773-2382	Pumps and Maintenance
10. Florian Excavating	702 S. 48th St.-Grand Forks	775-7011 (612)	773-3251	Payloaders and Trucks
11. Viking Pipe Services	Minneapolis, Minnesota	835-5288		Vac All Truck

APPENDIX III-5 (cont.)

EAST GRAND FORKS CIVIL DEFENSE DIRECTORY OF AREA CONTRACTORS WITH FLOOD FIGHT EQUIPMENT

<u>CONTRACTOR AND CONTACT PERSON</u>	<u>ADDRESSES</u>	<u>BUSINESS PHONE</u>	<u>HOME PHONE</u>	<u>KIND/AMOUNT OF EQUIPMENT</u>
12. E.W. Wylie & Sons	Hwy. 2 North - EGF	773-9411		Trucks
13. C.F. Excavating Jim Pribula	922 James Ave. SE - EGF		773-1055	Draft Backhoe
14. Jerald Rud	419 Greenwood Dr. - EGF		773-2306	Trucks

Note:

Miscellaneous equipment as volunteered by private individuals in response to radio broadcast

APPENDIX III-6

SAMPLE ENGINEERING UNIT NEWS RELEASE

The river level at this time is within approximately  $\frac{1}{2}$  foot of the predicted crest. The battle being waged by the residents of East Grand Forks against the flooding Red and Red Lake Rivers has, so far, gone reasonably well.

We commend all of the people in the community for their cooperation. When help has been needed, the response has been excellent.

Once the crest has been reached and waters begin to recede, there is a danger that we may think the battle has been won. We caution that such is not the case and our purpose in speaking to you at this time is not to alarm you, but rather to make sure you are all aware of the seriousness of our battle and the potential for damage that still exists.

I would like to elaborate a little upon those items about which we are concerned. The longer that our levees are subjected to the pressures of the river, the more they tend to become saturated with water and, consequently, the less stable they become. This is evidenced by seepage, which is visible along the inside toe of the dike at some points. Dike walkers have been instructed what to watch for and it is hoped that if any weak spots develop, we will have sufficient warning to reinforce these spots before failure occurs. Today's weather with its severe winds introduces additional problems in maintaining our dikes.

There are, however, two other threats which have potential for damage, these being related to: (1) our storm sewer system and (2) our sanitary sewer system. The problems that relate to our storm sewers affect primarily those areas protected by levees. The storm sewer systems of the city normally collect the waters resulting from rain or from snowmelt and discharge them through an underground pipe system to the river. Because of the high river level, all of the storm sewers collecting drainage from low areas have been

sealed off to prevent the river from backing up through the storm sewers and flooding the areas. Consequently, any rain water that gathers in low areas will continue to accumulate until such time that it can be pumped over the dikes and into the river. If rainfalls are heavier, the pumping capacity will not be sufficient to discharge water at the rate at which it accumulates and this could result in substantial accumulation of water affecting the lowest areas first. The extent to which damage would occur would be directly proportional to the severity of the rainfall.

Regarding the potential for damage from our sanitary sewer system, I would like to caution that this could affect virtually all of the homes within the city, not just lowlying homes, although the impact upon lowlying homes would be most severe. All of the sewage from our homes and businesses is collected in a sewer system which flows by gravity to several pumping stations from which it is pumped to the disposal ponds. Normally in the event that an electrical failure occurs, causing pumps to be inoperative, an overflow system takes over preventing any dangerous sewage build-up. During periods of high water, however, the overflow system must be shut off to prevent river water from entering the system. Therefore, if an electrical failure should occur, the pumping stations would become inoperative and all sewage discharged from our homes into the sewers would tend to back up first into the lowest basements and then into basements of homes at higher elevations.

Another aspect of our sanitary system presents perhaps an even greater threat in that it could result in a sudden buildup of sewage. There are several locations where our sanitary sewers pass under areas which are inundated by flood waters. The weight of these flood waters could collapse these sewer pipes, either blocking off the line above the break or allowing flood waters to enter the sewer system faster than the pumping stations could handle it. We feel it is advisable, therefore, for all residents in the city to plug

their sewer drains. We might add that, if drains are plugged, automatic water softeners which in their regeneration cycle discharge into floor drains should be disconnected from their electrical outlets.

# APPENDIX III-3

## EAST GRAND FORKS CIVIL DEFENSE LIST OF FLOOD FIGHT EQUIPMENT

	<u>NO.</u>	<u>LOCATION</u>	<u>REMARKS</u>
(1) 1½" pumps	40	City Shop - East Grand Forks	Good condition
(2) 2" pumps		City Shop - East Grand Forks	Good condition
(3) 3" pumps	3	City Shop - East Grand Forks	Good condition
(4) 4" pumps	4	City Shop - East Grand Forks	Good condition
(5) 6" pumps	3	City Shop - East Grand Forks	Good condition
(6) Crisafulli pumps	0		
(7) Tractors	3	City Shop - East Grand Forks	Good condition
(8) Dump Trucks	5	City Shop - East Grand Forks	Good condition

APPENDIX III-4

EAST GRAND FORKS CIVIL DEFENSE INVENTORY LIST OF FLOOD FIGHT MATERIALS

<u>ITEM</u>	<u>QUANTITY</u>	<u>LOCATION</u>	<u>REMARKS</u>
(1) Sand	0	Water Treatment Plant	
(2) Sandbags	20,000	Water Treatment Plant	
(3) Wire ties	0	Water Treatment Plant	
(4) Twisters	2	Water Treatment Plant	
(5) Shovels	25	Water Treatment Plant	
(6) Pallets	300	Water Treatment Plant	
(7) Raingear	0	Water Treatment Plant	
(8) Polyethylene	30 rolls	Water Treatment Plant	

APPENDIX III-5

EAST GRAND FORKS CIVIL DEFENSE DIRECTORY OF AREA CONTRACTORS WITH FLOOD FIGHT EQUIPMENT

CONTRACTOR AND CONTACT PERSON	ADDRESS	BUSINESS PHONE	HOME PHONE	KIND/AMOUNT OF EQUIPMENT
1. Zavoral Const. R.J. Zavoral	521 Bygland Rd. SE - EGF	773-0586	773-0586	Earth Moving Equipment Trucks
2. Valley Contracting Jim McMenamy	Columbia Road-Grand Forks	772-5547	772-9317	Trucks - Loaders
3. East Grand Forks AVTI	2022 Central Ave. NE - EGF	773-3441		Fork Lifts, Trucks & Drivers Parking lot for Sandbag Const.
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5. Concrete, Inc.	5000 DeMers Ave.-Grand Forks	772-6687		Trucks and Sand
6. Bradshaw Gravel Supply	728 Red Dot Place-Grand Forks	746-7491		Trucks and Sand
7. Stauss, Inc. Larry Stauss Dan Stauss	1710A-5th Ave. NE - LGF	773-2259	773-1608 773-1361	Fork Lifts
8. Lavelle Lumber	2500 DeMers Ave.-Grand Forks	775-5593		Fork Lifts
9. City of EGF Ed Osowski	200 1st Ave. NW - EGF	773-2442	773-2382	Pumps and Maintenance
10. Florian Excavating	702 S. 48th St.-Grand Forks	775-7011 (612)	773-3251	Payloaders and Trucks
11. Viking Pipe Services	Minneapolis, Minnesota	835-5288		Vac All Truck

APPENDIX III-5 (cont.)

EAST GRAND FORKS CIVIL DEFENSE DIRECTORY OF AREA CONTRACTORS WITH FLOOD FIGHT EQUIPMENT

<u>CONTRACTOR AND CONTACT PERSON</u>	<u>ADDRESSES</u>	<u>BUSINESS PHONE</u>	<u>HOME PHONE</u>	<u>KIND/AMOUNT OF EQUIPMENT</u>
12. E.W. Wylie & Sons	Hwy. 2 North - EGF	773-9411		Trucks
13. C.F. Excavating Jim Pribula	922 James Ave. SE - EGF		773-1055	Draft Backhoe
14. Jerald Rud	419 Greenwood Dr. - EGF		773-2306	Trucks

Note:

Miscellaneous equipment as volunteered by private individuals in response to radio broadcasts.

APPENDIX III-6

SAMPLE ENGINEERING UNIT NEWS RELEASE

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Once the crest has been reached and waters begin to recede, there is a danger that we may think the battle has been won. We caution that such is not the case and our purpose in speaking to you at this time is not to alarm you, but rather to make sure you are all aware of the seriousness of our battle and the potential for damage that still exists.

I would like to elaborate a little upon those items about which we are concerned. The longer that our levees are subjected to the pressures of the river, the more they tend to become saturated with water and, consequently, the less stable they become. This is evidenced by seepage, which is visible along the inside toe of the dike at some points. Dike walkers have been instructed what to watch for and it is hoped that if any weak spots develop, we will have sufficient warning to reinforce these spots before failure occurs. Today's weather with its severe winds introduces additional problems in maintaining our dikes.

There are, however, two other threats which have potential for damage, these being related to: (1) our storm sewer system and (2) our sanitary sewer system. The problems that relate to our storm sewers affect primarily those areas protected by levees. The storm sewer systems of the city normally collect the waters resulting from rain or from snowmelt and discharge them through an underground pipe system to the river. Because of the high river level, all of the storm sewers collecting drainage from low areas have been

sealed off to prevent the river from backing up through the storm sewers and flooding the areas. Consequently, any rain water that gathers in low areas will continue to accumulate until such time that it can be pumped over the dikes and into the river. If rainfalls are heavier, the pumping capacity will not be sufficient to discharge water at the rate at which it accumulates and this could result in substantial accumulation of water affecting the lowest areas first. The extent to which damage would occur would be directly proportional to the severity of the rainfall.

Regarding the potential for damage from our sanitary sewer system, I would like to caution that this could affect virtually all of the homes within the city, not just lowlying homes, although the impact upon lowlying homes would be most severe. All of the sewage from our homes and businesses is collected in a sewer system which flows by gravity to several pumping stations from which it is pumped to the disposal ponds. Normally in the event that an electrical failure occurs, causing pumps to be inoperative, an overflow system takes over preventing any dangerous sewage build-up. During periods of high water, however, the overflow system must be shut off to prevent river water from entering the system. Therefore, if an electrical failure should occur, the pumping stations would become inoperative and all sewage discharged from our homes into the sewers would tend to back up first into the lowest basements and then into basements of homes at higher elevations.

Another aspect of our sanitary system presents perhaps an even greater threat in that it could result in a sudden buildup of sewage. There are several locations where our sanitary sewers pass under areas which are inundated by flood waters. The weight of these flood waters could collapse these sewer pipes, either blocking off the line above the break or allowing flood waters to enter the sewer system faster than the pumping stations could handle it. We feel it is advisable, therefore, for all residents in the city to plug

their sewer drains. We might add that, if drains are plugged, automatic water softeners which in their regeneration cycle discharge into floor drains should be disconnected from their electrical outlets.

# IV

## EAST GRAND FORKS CIVIL DEFENSE STREET AND SEWER SYSTEM UNIT

### PART

#### 1

### UNIT OVERVIEW

04-01 FLOOD MISSION The Street and Sewer System (SSS) Unit is composed of persons who are full-time employees of East Grand Forks. During nonemergency conditions the unit works under the City Council and is responsible for the maintenance of services in the Street and Sewer Department. During a flood emergency, the unit will make its personnel and equipment available for flood fight activities directed by the Civil Defense organization.

04-02 LIAISONS The SSS Unit has major problems and responsibilities during a flood emergency. The Engineering Unit will direct the SSS Unit to perform the tasks outlined in the SSS Unit Standard Operating Procedures. The SSS Unit will not have the time nor the resources during a flood emergency for noncritical-activities such as garbage collections. The SSS Unit Chief should be in constant radio communication with the Engineering Unit station in Flood Control Headquarters.

04-03 STAFFING The SSS Unit Chief will schedule his men for 24 hour per day coverage during a flood emergency. The Unit Chief will make requests to the Civil Defense Director for additional personnel and equipment for critical flood emergency tasks and/or noncritical tasks beyond the SSS Unit's manpower capability. Garbage collection, equipment repair, and fueling and servicing portable pumps are examples of tasks that could be performed by volunteers.

PART

2

EAST GRAND FORKS CIVIL DEFENSE STREET AND SEWER SYSTEM UNIT

UNIT CHIEF, DEPUTIES AND MEMBERS

	<u>NAME</u>	<u>ADDRESS</u>	<u>BUSINESS PHONE</u>	<u>HOME PHONE</u>
1.	Ed Osowski, Chief	306 Mero Ct. SE	773-1313	773-2382
2.	Jim Gander, Deputy	724 5th Ave. SE	772-5881	773-1619
3.	Gary Sanders, Deputy	875 James Ave. SE	773-1185	773-1801
4.	Don Floan	869 James Ave. SE	773-1185	773-1519
5.	Dean Wieland	1802 S. 38th St. GF	773-1185	775-7195
6.	Mark Floan	1522 10th St. SE	773-1185	773-1281

PART

3

STANDARD OPERATING PROCEDURES OF EAST GRAND FORKS CIVIL DEFENSE

STREET AND SEWER SYSTEM UNIT

3A Preflood Activities

- (1) Inspect pumps in the nine lift stations: replace or repair bearings, pack sleeves, put in new packing, and balance impellers. This activity starts in January and takes three weeks (see Appendix III-2 maps for location of lift stations).
- (2) Clean and grease shafts and slides on the fourteen shear gates in sanitary/storm sewers (see Appendix III-1 for appropriate river stage and Appendix III-2 maps for locations).
- (3) Make sure all flap gates in the seven culverts going through the dike to empty into the river are operable and not damaged (see Appendix III-1 and Appendix III-2 maps for locations).
- (4) Close and cover all seven culvert flap gates with polyethylene and sandbags.
- (5) Secure and cover the sixteen sanitary manholes in low lying areas with polyethylene and sandbags (see Appendix III-2 maps for locations).
- (6) Make an inventory of all barricades, flares, and flashers. Repair any damaged units.
- (7) Inspect, repair, and/or overhaul the 50 city owned 1½-6 inch gas driven portable pumps.
- (8) Inspect the three storm sewer lift stations and make necessary repairs. This activity is done in February and takes 2-3 days (see Appendix III-2 maps for locations).
- (9) Inventory, inspect, repair, and/or purchase equipment necessary for the flood fight (see Appendix III-3 for list of available equipment).
- (10) Inventory supply of sand, sandbags, polyethylene, wire ties, twisters, shovels, pallets, and other materials. Order materials needed

to meet needs of predicted crest (see Appendix III-4).

3B Flood/Emergency Activities

- (1) Schedule men for 24-hour/day coverage.
- (2) Check the nine lift stations every six hours.
- (3) Barricade streets and set up flares or warning lights at eight street locations.
- (4) Set up portable gas driven pumps to pump seepage and rainfall over dike.
- (5) Haul electric submersible pumps to nine storm sewer outfalls. Help the Electricity and Water Distribution Unit install these pumps (see Appendix III-2 maps for details and locations).
- (6) Check the electric submersible pumps every  $\frac{1}{2}$  hour.
- (7) Install four electric standby pumps in sanitary lift station outfall area with Electricity and Water Distribution Unit (see Appendix III-2 maps for locations).
- (8) If alarm at Water Treatment Plant sounds, dispatch someone to lift station to activate the standby electric pump.
- (9) Dig a sump and install Crisafulli pumps wherever large amounts of water must be pumped over the dike.
- (10) Check all portable gas driven pumps every  $\frac{1}{2}$  hour. Check gas, oil, and all grease cups.
- (11) Construct sandbag wells around catch basins and manholes located in storm sewer systems that have no flood gates. This activity is done as the river rises and water starts coming out of the catch basins and manholes.
- (12) Take broken equipment to city shop for repairs. Return equipment to areas needed.
- (13) Make requests to the Transportation Unit to pick up flood fight equipment in other cities.

3C    Recovery/Postflood Activities

- (1) Remove pumps from flood fight areas as water recedes.
- (2) Uncover manholes and flap gates as water level recedes.
- (3) Remove sandbag wells from catch basins and manholes.
- (4) Remove barricades and flares.
- (5) Inspect lift stations, sewers, manholes, storm sewers, and control gates to assess damage.
- (6) Make a final report to the Civil Defense Director regarding problems encountered and recommendations for future floods.

V

EAST GRAND FORKS CIVIL DEFENSE ELECTRICITY AND WATER DISTRIBUTION UNIT

PART

1

UNIT OVERVIEW

05-01 FLOOD MISSION The Electricity and Water Distribution (EWD) Unit is composed of persons who are full-time employees of the city. During nonemergency conditions, the unit works under the Water and Light Commission and maintains services in the Water and Light Department. During a flood emergency, the unit will make its personnel and equipment available for flood fight activities directed by the Civil Defense organization.

05-02 LIAISON WITH ENGINEERING UNIT The Engineering Unit will direct the Electricity and Water Distribution Unit to perform the tasks outlined in the EWD Unit's Standard Operating Procedures. The EWD Unit has a dual role of maintaining services to the city and performing nonroutine flood emergency tasks. The Chief of the EWD Unit should be in constant radio communication with the Engineering Unit station in the Flood Control Headquarters.

05-03 STAFFING The Unit Chief will schedule his men and provide for 24-hour/day coverage during critical stages of flood emergencies. The Unit Chief will make requests for additional resources, manpower, or equipment to the Civil Defense Director.

PART

2

EAST GRAND FORKS CIVIL DEFENSE ELECTRICITY AND WATER DISTRIBUTION UNIT

CHIEF AND MEMBERS

<u>NAME</u>	<u>ADDRESS</u>	<u>BUSINESS PHONE</u>	<u>HOME PHONE</u>
1. Jerry Neppel, Chief	1615 River Rd. NW	773-0515	773-0292
2. Jim King, Deputy	1227 4th Ave. NW	773-0515	773-0517
3. Ron Gregoire	516 NW 2nd	773-0515	773-9528
4. Jim Mongoven	709 NW 4th	775-1310	773-2985
5. Mike Kane	506 NW 2nd	773-0515	773-9215
6. William Barrett	537 3rd Ave. SE	773-1511	773-1817

PART

3

STANDARD OPERATING PROCEDURES OF EAST GRAND FORKS DEFENSE ELECTRICITY AND WATER  
DISTRIBUTION UNIT

3A Preflood Activities

- (1) Remove the floodlights from ice rinks and install them along the dike system.
- (2) Run wires and hookup electric submersible pumps in nine manholes and lift stations along the dike in coordination with the Street and Sewer System Unit (see Appendix III-2 maps for location of manholes).
- (3) Position equipment and personnel in areas that may become isolated.

3B Flood/Emergency Activities

- (1) Locate underground cables and water mains by the borrow pits being used for building dikes.
- (2) Disconnect electricity and remove meters from homes in areas being evacuated.
- (3) Maintain records of homes and buildings from which electricity has been disconnected (see Appendix V-1).
- (4) Sandbag and cover the pad mount transformers and junction boxes with polyethylene in all locations where water threatens boxes.
- (5) Check out water leaks on streets, in basements, or wherever water is coming up out of the ground to determine whether it is city water (possibly indicating a line break) or floodwater.
- (6) Conduct a fluoride test on water leak samples to determine whether the leak is city water or floodwater.
- (7) Utilize heavy equipment to place poles along dike system to prevent damage to the dike from wave action brought on by high wind.
- (8) Install emergency portable gas operated generators by lift stations for a secondary source of power.

- (9) Install floodlights for night flood fight activities.
- (10) Check out and repair downed electric wires.
- (11) Shut off the water and electricity in homes or buildings when basements are deliberately filled to prevent wall cave-ins.
- (12) Prepare evaluation reports for the East Grand Forks Civil Defense Director.
- (13) Replace burned out bulbs in lights along the dike.
- (14) Disconnect electricity from street light poles located in low lying areas.
- (15) Prepare news releases for the Public Information Officer.
- (16) Install transformers on poles to run electric pumps.
- (17) Disconnect power at disconnects in the event of a sudden dike failure.
- (18) Conduct activities that will maintain an adequate supply of electricity and potable water for East Grand Forks during flood emergency.

3C Recovery/Postflood Activities

- (1) Reconnect electricity and water to homes and buildings as they are inspected and approved for reoccupation.
- (2) Disconnect electricity to submersible pumps and remove pumps from manholes.
- (3) Disconnect and remove all emergency floodlights.
- (4) Prepare final report for the Civil Defense Director regarding problems encountered and recommendations for future flood fights.

APPENDIX V-1

EAST GRAND FORKS HOMES AND BUILDINGS FROM WHICH ELECTRICITY HAS BEEN DISCONNECTED

DATE SERVICE  
REMOVED

LOCATION  
ADDRESS

REMARKS/  
PROBLEMS

AD-A110 362

CORPS OF ENGINEERS ST PAUL MN ST PAUL DISTRICT  
GRAND FORKS - EAST GRAND FORKS URBAN WATER RESOURCES STUDY. EAS--ETC(U)  
JUL 81

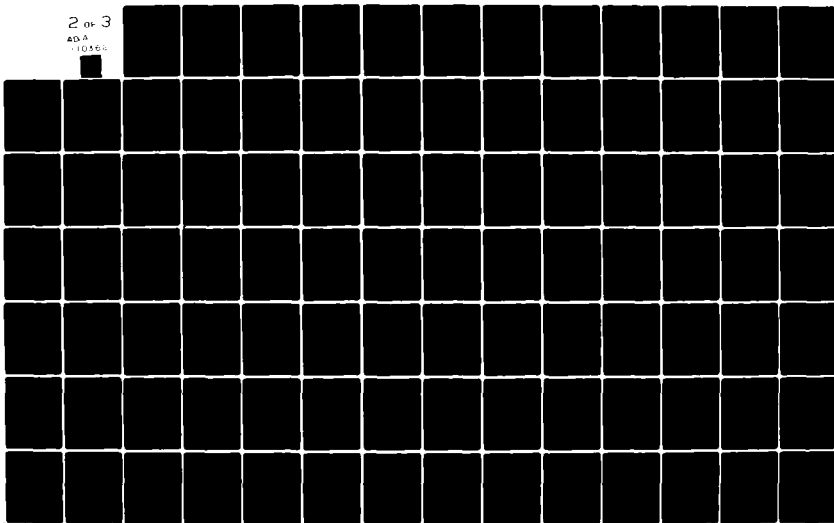
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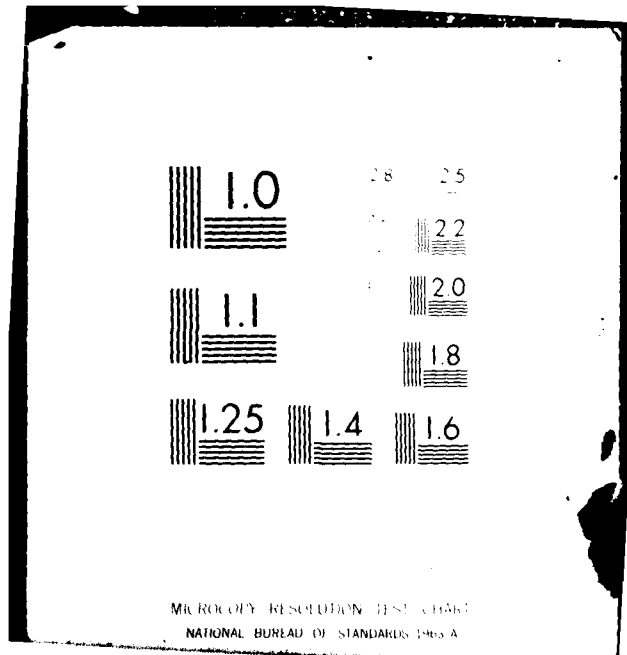
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## VI

### EAST GRAND FORKS CIVIL DEFENSE PUBLIC INFORMATION UNIT

#### PART

#### 1

#### UNIT OVERVIEW

06-01 FLOOD MISSION All news releases, statements, and announcements to and interviews with news media will be given through the Public Information Officer. All news media will be instructed and cautioned in advance that all official information must come from the Public Information Officer. The Public Information Officer will receive briefings from the Civil Defense Director and issue statements and make news releases before, during, and after the flood. It is extremely important that information about dangers be disseminated and not withheld because of a fear that people could panic. People can deal with truth more adequately than they can deal with misinformation. Therefore, it is extremely important that all citizens and flood fighters have valid information on all flood fight activities and problems. The Public Information Officer and Civil Defense Director will attempt to provide accurate information to all persons concerned before the flood emergency is officially declared. Many actions must be taken by many families and businesses before the flood emergency hits.

06-02 PERSONNEL The Public Information Officer must be thoroughly familiar with the history, plans, activities, and procedures conducted by all full-time city units and volunteer flood fight units. The Public Information Officer will normally be the Mayor. In his absence, the chairman of the City Council and/or the Civil Defense Director will assume the duties of the Public Information Officer. There must be a Public Information Officer on duty from 6 a.m. to 11 p.m. daily during the height of flood emergency activities.

06-03 LOCATION OF UNIT The Public Information Officer will be stationed in the Flood Control Headquarters. His station will be staffed 24 hours per day in extreme flood emergencies.

06-04   ROLE DURING FLOOD   During a flood emergency he will ~~make make~~ comprehensive statements at 7 a.m., 11 a.m., 5 p.m., and 9 p.m. The Civil Defense Director and Unit Chiefs will provide him with information. He will receive a large number of telephone calls from major news networks, wire services, newspapers, and radio/TV stations. He will also be responsible for arranging press conferences requested by officials (Governors, Senators, and Representatives) visiting the city during the flood fight.

06-05   EVACUATIONS   During an emergency evacuation he will provide information to news media personnel to be broadcast over radio and TV stations.

PART

2

EAST GRAND FORKS CIVIL DEFENSE PUBLIC INFORMATION UNIT

CHIEFS, DEPUTIES AND MEMBERS

	<u>NAME</u>	<u>ADDRESS</u>	<u>BUSINESS PHONE</u>	<u>HOME PHONE</u>
1.	Louis Murray, Chief	445 River Dr. SE	773-3644	773-0528
2.	Jim Gander, Deputy	724 5th Ave. SE	772-5881	773-1619
3.	Orley D. Gunderson, Deputy	1910 River Road	773-3441	773-2381
4.	Don Floan	869 James Ave. SE	773-1185	773-1519
5.	Gary Sanders	875 James Ave. SE	773-1185	773-1801
6.	Dave Mack	701 James Ave. SE	773-2483	773-9116
7.	Warren Strandell	902 Greenwood Dr.	773-2808	773-2808
8.	John Ellison	1604 5th Ave. NW	773-0890	773-0890

PART

3

STANDARD OPERATING PROCEDURES OF EAST GRAND FORKS CIVIL DEFENSE

PUBLIC INFORMATION UNIT

3A Preflood Activities

- (1) Develop directory of all local radio, TV, newspapers, and wire services personnel who would furnish information to the public (see Appendix VI-1).
- (2) Meet with management and/or staff of local news media to review flood emergency public information plans and identify official spokesmen who have authority to issue official news releases.
- (3) Preassign space in Flood Control Headquarters to various radio stations and news personnel.
- (4) Attend all preflood Civil Defense strategy and planning meetings and issue news releases to the public announcing preflood activities of all units.

3B Flood/Emergency Activities

- (1) Assign space to all news media covering the flood and take care of their needs.
- (2) Monitor radio and TV broadcasts to validate the accuracy of the information being reported and to provide corrections as necessary.
- (3) Consult with the Civil Defense Director to keep abreast of local situations about which the public should be provided information and advice.
- (4) Issue news releases and statements to news media as appropriate. This would include a summary and report of activities and problems run into by the flood fight units, for example, the need of volunteers for dike patrol and sandbagging.

- (5) Compile information from each flood fight unit and have news releases/statements issued by 7 a.m., 11 a.m., 5 p.m., and 9 p.m. daily.
- (6) Answer all telephone calls from news media outside the East Grand Forks/Grand Forks area and provide or obtain accurate information.
- (7) Coordinate arrangements for press conferences and appearances of State and national legislators or dignitaries.
- (8) Obtain and provide information to news media on life saving actions to be taken during a flood emergency evacuation.
- (9) Provide information to news media regarding responses to questions and concerns called into the Flood Control Headquarters.
- (10) Plan and develop schedules for all national network film crews in cooperation with the Civil Defense Director.
- (11) Develop an official scrap book which contains news clippings and pictures to document flood fight efforts and flood damages.
- (12) Provide information to the general public on how to protect and salvage flood threatened homes, furniture, clothing, food stuffs, appliances, and papers (see Appendix VI-2).

### 3C Recovery/Postflood Activities

- (1) Obtain and provide information to news media on assistance and relief available through State and Federal disaster agencies setting up offices in the city.
- (2) Compile information from all flood fight units and provide to news media.
- (3) Prepare final report for the Civil Defense Director regarding problems encountered and recommendations for future flood fights.

# APPENDIX VI-1

## EAST GRAND FORKS CIVIL DEFENSE DIRECTORY OF NEWS MEDIA PERSONNEL

<u>STATION/ ORGANIZATION</u>	<u>CONTACT PERSON</u> *	<u>BUSINESS PHONE</u>	<u>HOME PHONE</u> *
KRAD Radio	John French	773-2424	775-4729
KNOX Radio	Len Iwanski	775-4611	775-0833
KFJM Radio	Dave Beach	777-2577	772-6809
KKXL Radio	Tim Burke	775-0575	
KYTN Radio	Dennis Henderson	772-7197	
KTHI-TV Ch. 11	Dan Quandt	772-3481	772-8388
WDAZ-TV Ch. 8	Chuck Bundlie	775-2511	772-4077
KXJB-TV Ch. 4		746-6168	
		282-0444 Fgo.	
AP	Gordon Hanson	235-1908 Fgo.	
UPI			
EGF Record	John Ellison	773-0231	773-0231
EGF Exponent	Warren Strandell	773-2808	773-2808
GF Herald	Buffy VanBuren	775-4211	

\* Note: Because of the frequent turnover of media personnel, these names and phone numbers of their residences should be checked and updated at time of flood emergency.

APPENDIX VI-2

EMERGENCY INFORMATION

YOUR HOUSE

Before you enter any building after an emergency, be sure it is safe and will not collapse when you enter. After you are inside it would be well to open as many doors and windows as you can for the removal of moisture, odors, and any gas that might be present. Be careful about smoking or using an open flame until you are sure that the gas in the place is under control.

If you enter a damaged building at night, be sure of good lighting to keep you from walking & falling over something or creating damage to yourself or the property.

Be careful. When you first return to a damaged area, disconnect the main service switch and any other switches that may control pumps or outbuildings. If the area is wet, be sure to stand on dry boards or other material when operating the switch handle. As a further precaution, you might pull the switches with a dry stick. You can also remove the fuses to prevent reconnection while you are working on the equipment or wiring.

It would be better if you could have an electrician or power company representative to work with you and advise you on wiring and equipment needs. Of course it is best to have an electrician do the testing and make repairs unless the emergency demands that you do it.

If there is a chance that the gas lines have been broken, turn off the gas at the meter before working around the premises.

In case of a great amount of water, most of the doors and windows may be swollen tight. With a little careful maneuvering, door jams and window strips can be removed for the complete removal of windows and doors if that becomes necessary. Door hinges, of course, have pins in them which can be driven out with a screw-driver and something for hammering.

If water has been in the building, drain and clean basements and underfloor areas as soon as possible. This will help them to dry and become safe rapidly.

Some of these suggestions may be helpful at this time:

Contact your insurance agency.

Notify landlord if you rent.

Arrange for protection of your possessions and the premises.

Attempt to recover important papers.

Notify school if children are involved.

Notify Post Office to hold mail until change of address is available.

Cancel all deliveries, i.e., milk and newspapers.

Report change of address, Dept. of Motor Vehicles, to update your driver's license.

## RED CROSS SUGGESTED FIRST AID FOR FLOODED & WATER DAMAGED HOMES

### FIRST AID FOR HOME INTERIORS

#### WALLS:

Do no painting until thoroughly dry. Wash down while still wet. Use a mild soap or synthetic detergent.

Plaster or stucco walls can be repaired while still damp. Consult your local paint dealer for instructions. Repeat -- do no painting until thoroughly dry.

#### HARDWOOD FLOORS:

When floors are buckling badly, take up trim board; then remove one board along each edge of floor. As soon as floors starts to dry, wood will shrink and pressure will decrease.

#### LINOLEUM FLOORS:

When water is underneath linoleum, it may cause bad odors and warp wood. You may be able to salvage if not broken. Warm the linoleum if possible. When warm, it is pliable; when cold, brittle. (A heat lamp would help do the job.) Call your linoleum dealer for suggestions for a solvent which will loosen cement and not damage linoleum. Loosen one edge and roll it up carefully, using a tool such as a sharp shovel.

Warping of wooden floors will result from too-long exposure to water. This will cause tiles to loosen and sheet linoleum to bulge. After the wood floor has dried, blisters may be left in sheet linoleum. A small blister can be punctured with a nail and recemented, if done carefully. Dilute a regular linoleum paste until just thin enough to go through a hand syringe. Shoot this adhesive through the nail hole. Weigh linoleum down with a board or bricks.

If possible, have your floor checked by your local floor covering dealer.

#### WOOD FURNITURE:

Take all wood furniture outdoors and remove as many drawers, slides and working parts as possible. Do not force drawers from the front with screwdriver or chisel.

If necessary, remove the back of the piece by cutting it out, and push out the drawers.

Clean off dirt, using a hose stream if necessary. Wash surfaces with a cloth wrung from warm mild suds. Wipe with cloth wrung from clear water, then with a dry cloth. Store the pieces indoors where they will dry slowly. Do not leave them in the sun because they will warp and twist.

You can salvage some furniture by reglueing, especially solid wood furniture. Glueing is difficult to do at home because long clamps are necessary on many pieces. Before you begin, decide whether it is worthwhile to obtain the necessary equipment and whether you have the time and ability to do the work. If you believe the work will be too difficult, consult a cabinet-maker.

If your insurance allows benefits on damaged furniture, it may be better to apply the allowance on new articles than to pay for repairs on damaged pieces.

#### Treating Veneered Furniture

Repairing veneered furniture usually is not practical to try at home. Consult a cabinet-maker for estimates of the extent & cost of needed repairs.

#### Treating Cloudiness and White Spots

Furniture that has not been submerged still may develop white spots or whitish film from dampness. If the whole surface is affected, rub it with a cloth wrung from mixture of  $\frac{1}{2}$  cup household ammonia and  $\frac{1}{2}$  cup water; wipe dry at once. Or, rub the surface with a cloth wrung from a mixture of equal parts of turpentine and linseed oil. Or, rub the surface with a 4/0 steel wool pad dipped in liquid polishing wax; wipe with a soft cloth, then buff.

To treat individual white spots or small areas, rub gently with a cloth moistened with camphorated oil or oil of peppermint. Wipe off oil and buff dry. A drop of ammonia on a damp cloth may do the job. Or, moisten cigarette ashes or rottenstone with a sewing machine oil; apply to spots and rub lightly with finger. Wipe surface and buff dry. If these methods are not effective, it may be necessary to refinish the furniture.

#### UPHOLSTERED FURNITURE:

Dry the furniture quickly to prevent mildew and rotting. Brush off as much dirt as possible. If necessary, shampoo the upholstery.

##### Shampooing Upholstery

It is difficult to remove waterstains from upholstery, especially light-colored fabrics. You may wish to send a good piece of waterstained furniture to a commercial rug and furniture cleaning plant. When cleaning a piece at home, wet fabric as little as possible and dry it rapidly.

Shampoo on a warm breezy day or in a warm room with circulation of dry air. Use a commercial upholstery shampoo, following directions on container. Or use stiff suds of  $\frac{1}{4}$  cup sudsing detergent powder (not a liquid) and 1 quart hot water. Apply suds (not water) with sponge or soft brush. Work on a small section at a time and overlap sections. Remove foam with sponge or cloth wrung from clear water. Blot section with clean, dry towel. Repeat on other sections. Try not to soak padding. Change shampoo solution as it becomes dirty. Brush pile fabric in one direction. When fabric is complete dry, vacuum or brush it to remove any shampoo residue.

##### Treating Mildew

If upholstery is mildewed, brush to remove as much as possible. Wipe with a cloth wrung from a solution of 1 cup denatured alcohol and 1 cup water. To remove mildew in padding, have the piece of furniture thoroughly dried and fumigated in a fumigating plant or company.

#### SMOKE AND SOOT CLEANUP:

These formulas can be used to wash smoke odor and soot out of all washable clothes (except those which should not be bleached), walls, furniture, and floors. The chemicals may be obtained at most hardware stores.

1. 4 to 6 tablespoons Tri-Sodium Phosphate
- 1 cup Lysol or any household Chlorine bleach
- 1 gallon water

2. 2 tablespoons Sodium Hypochlorite

1 gallon water

Use in combination with Chlorox, Purex, Lysol, etc.

Both formulas require good clear water rinse and thorough drying.

RED CROSS SUGGESTED FIRST AID

FOR WATER SOAKED BEDDING AND HOUSEHOLD LINENS

MATTRESSES

A good innerspring mattress probably can be renovated by a company that builds and repairs mattresses. Reconditioning a mattress is too difficult to do at home. If mattresses must be used temporarily, scrape off the surface dirt and expose mattress to sunlight to dry as much as possible. Before using, cover it with rubber or plastic sheeting.

BLANKETS

Shake and brush to remove surface dirt. Use manufacturer's directions, if available. Otherwise, soak blanket without agitation in lukewarm detergent suds 15 minutes. Turn it two or three times by hand during soak period. Spin until water is drained off. On conventional machine, loosen wringers for light pressure. If necessary, soak again in clean suds water. Rinse two or three times in lukewarm water. Soak each time for 5 minutes, turning once or twice by hand. Extract water each time as described above. Hang blankets over two parallel lines, or dry in a preheated dryer with five or six bath towels. Mix hot towels into blankets and dry 15 to 18 minutes. Remove blankets while still damp. Hang over two lines to finish drying. Gently stretch blanket into shape. Brush on both sides to raise nap. Steam press binding with iron at synthetic temperature setting.

Electric Blankets: Use manufacturer's directions, if possible. Most manufacturers recommend washing, not dry cleaning. Cover plug with heavy cloth. Follow washing directions above. Do not put through wringer; do not dry in dryer unless manufacturer's directions specify. Squeeze down length of

blanket and hang over two lines to dry.

#### QUILTS AND COMFORTERS

Wash lightweight quilts as blankets. If possible, dry outdoors in sun to remove unpleasant odors. Thick comforters may need to be taken apart and the cover and filling washed separately.

#### SHEETS, TOWELS, AND TABLE LINENS

Brush off loose dirt. Rinse mud-stained fabrics in cold water. Wash in warm sudsy water, changing it as often as necessary. Hot suds will set stains caused by red and yellow clay. Rinse well. Try bleaching white cottons and linens with chlorine in later washings. Do not over bleach water-stained fabrics. Sun drying may aid in bleaching. Do not use chlorine bleaches on colored fabrics unless you know they are color-fast.

#### PILLOWS

Feather: Brush off surface dirt. If pillow is not badly soiled, wash ticking and feathers together. To circulate water through pillows, open two opposite seams of ticking two inches, turn edges in and fasten securely with safety pins. Wash pillows in machine by hand in warm (not hot) suds 15 to 20 minutes. Wash not more than two at a time. Rinse at least three times in clear, warm water. Spin off water or gently squeeze out as much as possible; do not put pillows through wringer. Dry in automatic dryer at moderate heat setting or in warm room with fan to move air or on clothesline. Pillows dry slowly; shake up feathers and change hanging position from time to time.

If pillows are badly soiled; transfer feathers to muslin bag larger than ticking. Sew openings of ticking and bag together to keep feathers from escaping. Shake feathers from ticking into bag, then machine wash as above, changing sudsy water if necessary. Wash ticking the same as sheets and towels. When feathers are thoroughly dry, transfer them back to ironed ticking. It may be possible to remove all objectionable odors.

Fiberfill: Brush off surface dirt. Wash by hand in warm water and low-sudsing detergent. Flush water through pillow by compressing it. Change water if necessary. Twisting and wringing will tear filling. Rinse three times in clear warm water. Put in automatic machine and spin off water; dry in tumbler-type dryer. Or, press out as much water as possible by hand and hang on line outdoors to dry. Change hanging position from time to time.

Foam Rubber or Urethane: Remove cover; brush off surface dirt. Follow manufacturer's directions, if available. Otherwise, soak in cool water, then wash in warm suds by hand or in machine with gentle agitation. Rinse well. Gently squeeze or spin out excess water; blot with towels. Dry away from heat. Do not dry in dryer even though air drying is very slow. Wash and iron cover; do not replace until pillow is completely dry.

#### RED CROSS SUGGESTED FIRST AID

#### FOR WATER SOAKED LEATHER AND BOOKS

##### LEATHER

Remove surface dirt from leather, wash in cold water, then wipe with a dry cloth. Stuff purses and shoes with crushed paper to retain shape. Leave suitcases open. Air-dry leather away from heat and sun.

When dry, clean with saddle soap. Neat's-foot oil may be used on shoes that have become stiff. It causes leather to darken but softens it.

Paste-type, neutral floor wax may be used on leathers as a final polish if they are not to be refinished by a commercial cleaner. Use steel wool or a suede brush on it.

##### BOOKS

To dry books, place them on end with the leaves separated. After a time, they should be piled and pressed to keep the leaves from crinkling. To prevent mildew, continue this alternate drying and pressing until the materials are thoroughly dry. A fan turned on the books will help them.

If books are very damp, sprinkle cornstarch or talcum between the leaves to take up the moisture; leave for several hours and then brush off. To prevent musty odors, apply a little heat and separate the pages toward the end of the process.

#### FIRST AID FOR RUGS & CARPETS

##### CLEANING

Let rugs and carpets dry out thoroughly. Then clean by beating or sweeping or by using a vacuum cleaner. If necessary, shampoo them with a commercial rug shampoo available at drug and department stores or with a homemade solution or synthetic detergents (syndets). Leave rugs (large) on the floor or spread them out on a porch. For convenience work with small rugs on a table near the sink or laundry tubs.

##### WASHING

1. Make a shampoo solution by dissolving 1 part of syndet to 8 parts water, or use a purchased soapless shampoo. (Use a mild synthetic detergent such as you would use for dishes, fine fabrics, and non-fast color-such as Vel, Dreft, Trend.) Beat with an egg beater until very stiff. (One cup water and 2 tablespoons detergent will probably be enough to clean a small rug. CAUTION: Do not beat up more than  $\frac{1}{2}$  cup of solution at a time.)
2. Apply the foam with a soft brush to a small area of the rug, using a light circular motion. Do not rub the foam.
3. Wipe the area 2 or 3 times with an absorbent cloth wrung out of lukewarm water. Change the rinse water often as it becomes dirty. Since moisture weakens the fibers in the back of the rug, use as little water as possible.
4. Use turkish towels or any other soft absorbent materials to take up moisture.

5. Apply lather to another small area, overlapping the first. This overlapping insures all of a surface being well cleaned. Continue shampooing a small area at a time until entire rug has been cleaned.
6. Use a cloth or dry brush to smooth the nap in one direction.

#### DRYING

After shampooing them, dry the rugs and carpets as quickly as possible by laying them flat and exposing them to a circulation of warm, dry air. A fan turned on the rug will speed the drying. Make sure they are thoroughly dry, for even though the surface seems dry, any moisture remaining at the base of the tufts will quickly rot the rug, causing it to fall apart.

#### SIZING

After such treatment, some types of machine-made pile rugs may need resizing to make them lie flat on the floor. Dissolve one-half pound granulated glue in 1 gallon of boiling water. Lay the clean rug face down on papers in some part of the house where it can remain undisturbed, and tack it down at intervals, being careful to have it straight and true. Then with a whitewash brush or whisk broom, brush the hot glue over back of the rug, and let it dry thoroughly.

CAUTION: Do not use so much glue that it will soak through to the right side of the rug.

#### MENDING

Rugs and carpets that are torn or worn can be repaired by following directions given in Farmer's Bulletins 1925, ABC's of Mending; 1960, Carpet and Rug Repair. These are available at the county offices of the Agricultural Extension Service.

#### RED CROSS SUGGESTED FIRST AID

##### FOR HOME ELECTRICAL EQUIPMENT AND APPLIANCES

##### LARGE EQUIPMENT

Running equipment that has been wet and smoke damaged before it is properly cleaned may cause damage. Do not operate washers, refrigerators, or other large

may be refrozen safely. Use completely thawed meats and poultry if possible. Be sure to cook them well before tasting. If odor is poor or questionable, get rid of the food.

4. FISH, SHELLFISH AND COOKED FOODS - Do not refreeze any of these when they have thawed completely. It is safe to refreeze them if there are still ice crystals in them. Bacteria multiply rapidly. If you question these foods, throw them out. Do not rely on odor.

IF YOU CAN USE YOUR FREEZER AGAIN, REFREEZE FOOD QUICKLY

Rearrange the food to get the warmer packages against the refrigerated surface. File the packages so that the air can circulate around them. If the freezer cabinet is too full and your refrigerator is working, move some of the colder packages to it and return them gradually to the freezer.

WHEN IT CAN BE USED AGAIN, CLEAN & COOL THE FREEZER BEFORE REFILLING TO REMOVE ODORS FROM THE FREEZER:

1. First wash inside with plenty of soap and water. Then wipe the surfaces with a cloth wrung from clear water. Wipe dry.
2. If soap and water does not get rid of the odor, try washing the freezer with: 1 teaspoon baking soda to each quart of warm water or 1 cup vinegar or household ammonia to a gallon of water.
3. If there is still odor, try using heat. Put something such as a toaster or electric heater inside the freezer. Then use an electric fan for a couple of hours to blow out the air.
4. Charcoal (activated charcoal is best) put into the warm freezer will absorb odors released by the heat. Or a commercial, wick-type air freshener may be put into the warm freezer.

If only traces of the smell remain, this is not likely to affect securely wrapped food frozen and stored in the freezer. When a package is taken out, remove the wrappings at once and dispose of them.

Charcoal left in the freezer for a while will help get rid of any remaining odor.

IF WATER HAS GOTTEN INSIDE YOUR FREEZER FOOD SECTION, THROW AWAY ALL FOOD NOT IN SEALED METAL CANS.

#### EMERGENCY INFORMATION

##### FIRST AID FOR HOUSEHOLD METALS

Clean metal as soon as possible, especially iron. Wipe rust with cloth saturated with kerosene or use a rust remover. Iron hardware then can be coated lightly with oil to reduce further rusting. Use stove polish on ironwork. Wash cooking utensils thoroughly with soapy water to remove the kerosene; to prevent further rusting, rub with unsalted cooking fat and heat slowly to permit the fat to soak into the pores of the metal.

Stainless steel, nickel-copper alloy, or metals plated with nickel or chromium need only thorough washing and perhaps polishing with a very fine-powdered cleanser. If the plating of furniture or hardware is broken so that the base metal is exposed and rusted, wipe with kerosene, wash and dry the surface. Then you can wax to reduce further rusting.

##### COOKING UTENSILS

Wash aluminum thoroughly and scour any unpolished surfaces, such as the insides of utensils, with steel wool pads. Polished or plated surfaces of aluminum should not be scoured but should be polished with a metal polish or fine cleaning powder. To brighten the darkened insides of an aluminum pan, fill it with water, add  $\frac{1}{2}$  cup vinegar or 1 tablespoon cream of tartar for each quart of water, and boil. If the utensils have been submerged and are darkened both inside and out, prepare one of these acid solutions in a tub or wash boiler and immerse the utensils in it.

Copper and brass can be polished with a special polish or with salt sprinkled either on a piece of lemon or on a cloth saturated with vinegar.

may be refrozen safely. Use completely thawed meats and poultry if possible. Be sure to cook them well before tasting. If odor is poor or questionable, get rid of the food.

4. FISH, SHELLFISH AND COOKED FOODS - Do not refreeze any of these when they have thawed completely. It is safe to refreeze them if there are still ice crystals in them. Bacteria multiply rapidly. If you question these foods, throw them out. Do not rely on odor.

IF YOU CAN USE YOUR FREEZER AGAIN, REFREEZE FOOD QUICKLY

Rearrange the food to get the warmer packages against the refrigerated surface. File the packages so that the air can circulate around them. If the freezer cabinet is too full and your refrigerator is working, move some of the colder packages to it and return them gradually to the freezer.

WHEN IT CAN BE USED AGAIN, CLEAN & COOL THE FREEZER BEFORE REFILLING TO REMOVE ODORS FROM THE FREEZER:

1. First wash inside with plenty of soap and water. Then wipe the surfaces with a cloth wrung from clear water. Wipe dry.
2. If soap and water does not get rid of the odor, try washing the freezer with: 1 teaspoon baking soda to each quart of warm water or 1 cup vinegar or household ammonia to a gallon of water.
3. If there is still odor, try using heat. Put something such as a toaster or electric heater inside the freezer. Then use an electric fan for a couple of hours to blow out the air.
4. Charcoal (activated charcoal is best) put into the warm freezer will absorb odors released by the heat. Or a commercial, wick-type air freshener may be put into the warm freezer.

If only traces of the smell remain, this is not likely to affect securely wrapped food frozen and stored in the freezer. When a package is taken out, remove the wrappings at once and dispose of them.

Charcoal left in the freezer for a while will help get rid of any remaining odor.

IF WATER HAS GOTTEN INSIDE YOUR FREEZER FOOD SECTION, THROW AWAY ALL FOOD NOT IN SEALED METAL CANS.

#### EMERGENCY INFORMATION

##### FIRST AID FOR HOUSEHOLD METALS

Clean metal as soon as possible, especially iron. Wipe rust with cloth saturated with kerosene or use a rust remover. Iron hardware then can be coated lightly with oil to reduce further rusting. Use stove polish on ironwork. Wash cooking utensils thoroughly with soapy water to remove the kerosene; to prevent further rusting, rub with unsalted cooking fat and heat slowly to permit the fat to soak into the pores of the metal.

Stainless steel, nickel-copper alloy, or metals plated with nickel or chromium need only thorough washing and perhaps polishing with a very fine-powdered cleanser. If the plating of furniture or hardware is broken so that the base metal is exposed and rusted, wipe with kerosene, wash and dry the surface. Then you can wax to reduce further rusting.

##### COOKING UTENSILS

Wash aluminum thoroughly and scour any unpolished surfaces, such as the insides of utensils, with steel wool pads. Polished or plated surfaces of aluminum should not be scoured but should be polished with a metal polish or fine cleaning powder. To brighten the darkened insides of an aluminum pan, fill it with water, add  $\frac{1}{4}$  cup vinegar or 1 tablespoon cream of tartar for each quart of water, and boil. If the utensils have been submerged and are darkened both inside and out, prepare one of these acid solutions in a tub or wash boiler and immerse the utensils in it.

Copper and brass can be polished with a special polish or with salt sprinkled either on a piece of lemon or on a cloth saturated with vinegar.

### LOCKS AND HINGES

Locks, especially those with iron parts, should be taken apart, dried, wiped with kerosene, and oiled. If it is not feasible to remove them, squirt in a little machine oil through the bolt opening or the keyhole, and work with knobs to distribute the oil. Do not oil excessively; the oil will run into the wood on the door and make later painting difficult. Cleaning and oiling usually will put hinges in order.

### SALVAGE CONTAMINATED FOOD

If you cannot obtain food known to be safe, salvage food in this way (under the direction of Health Services personnel):

#### CANNED AND GLASS-PACKAGED FOODS

If cartons or cases are contaminated, remove cans and glass containers and stack in separate piles to identify them if labels are lost.

Destroy all containers with leaks, swelled ends, or faulty closures. Also, all glass containers with porous closures such as paper or fiber.

Wash usable canned and glass packaged foods with detergent and water. Rinse with clear water. Then cover containers with chlorine solution (1 tablespoon household bleach to each gallon clear water) for at least 1 minute.

If labels have come off, mark contents on each container.

Clean rusty cans or metal lids with steel wool or wire brush. Select rusty containers first and use right away.

#### OTHER PACKAGED FOODS

Sealed metal drums, sealed metal-lined casks or cases, and sealed wooden barrels such as used for liquids: Examine carefully. If leaks are found, put aside for health teams to check. Destroy containers that cannot be put where no one will use the foods until they are checked; they may be dangerous. If you find no leakage, clean and dry as outlined for canned and glass packaged foods.

Sealed foil or cellophane containers: Examine carefully for leaks and breaks, and discard any damaged containers. If the food in these containers is normally finely divided (powdered or granulated) but is now caked or not free-flowing, discard. Discard sound foil packages which show stain on the inner-paper wrapper. Unbroken and otherwise acceptable packages with evidence of outer water contamination may be wiped dry and used.

Cans with fitted lids, non-sealed type (cocoa, baking powder, etc.): If there is damage from water, open and examine. If the cans look wet or water has entered or if dented, discard them.

Wooden boxes or barrels, fiberboard cases and drums, other cloth, paper and fiber containers: If there are signs of damage by floodwaters, discard.

#### UNPACKAGED FOODS

Clean fruits, root and tuberous vegetables and immerse for at least 1 minute in chlorine solution (1 tablespoon bleach to each gallon of water). As additional precaution, peel these foods and cook before eating if possible.

Discard head and leafy vegetables.

#### HOW TO REPLACE LOST OR

#### DAMAGED DOCUMENTS •OR VALUABLES

1. LOST DRIVER'S LICENSE: You must go in person to the nearest Motor Vehicle office or AAA office if you are a member and file for a duplicate. Fee \$1.25.
2. LOST SOCIAL SECURITY CARD OR SOCIAL SECURITY CHECK: Notify your nearest Social Security office as soon as possible. It will be easier and quicker if you know your Social Security number, but it is also all right if you do not. In the case of a burned check, you will fill out a card, and another check will be issued to you. It takes about a week for this if you know your number, about a month if you do not.

3. LOST FOOD STAMP ID CARD, WELFARE CHECK, MEDICAID CARD: Contact your Social Worker who will take care of getting a replacement for you.

4. LOST BIRTH CERTIFICATE: If you were born in San Francisco, the Office of Vital Statistics will issue a replacement. Otherwise: Write to the county in which you were born. Your Red Cross worker has a booklet with addresses for all the counties in the U.S. The cost varies from county to county.

5. LOST STOCK CERTIFICATES: You must file for the lost certificate. Any stock broker has the form. You must show evidence of the purchase. The firm whom you bought the stock from would have such evidence. You will have to post a surety bond. After 6 months, the old certificate is then invalidated and a new one will be issued.

6. LOST U.S. SAVINGS BONDS: You should file Treasury Form 1048 which may be obtained at any bank or Federal Reserve Bank. The form has to be notarized. You should give the approximate date of issue and the name of the person the bond is made out to. The form is then sent to the Treasury Department in Chicago, Illinois. It will take 3 - 4 months for the replacement to arrive.

7. DESTROYED CURRENCY (MONEY): If you still have at least one-half of the bill, any bank will redeem it. If you have less than one-half of the bill, wrap it carefully in waxed paper and mail it to: Office of Treasurer, Room 1123, Main Treasury Building, Washington, D.C. 20220.

8. BURNED MILITARY I.D. CARD: Write to the serviceman supporting you. He will send the form needed, and you take it to The Presidio, Bldg. 232.

9. LOST MILITARY ALLOTMENT CHECK: You must notify the office that regularly sends you the check by letter with your own signature. If the check has been partly burned, enclose the available pieces with the letter. If it is an Army check, mark the letter "Attention: Dept. 22."

10. LOST MILITARY DISCHARGE FORM DD 214: A certificate in lieu of a lost discharge can be issued to a vet or surviving next of kin. Make applications on standard form #180 which you get at a VA office or by writing National Personnel

Records Center, 9700 Page Blvd., St. Louis, Mo. 63132. It takes about 2 months for a replacement to arrive.

11. LOST MILITARY PENSION CHECK: You must notify the office that issued the check by letter over your own signature. If the check is partly burned, enclose the pieces with your letter.

## VII

### EAST GRAND FORKS CIVIL DEFENSE SUPPLY/MANPOWER RESOURCES MANAGEMENT UNIT

#### PART

##### 1

#### UNIT OVERVIEW

07-01    FLOOD MISSION    This unit does not exist during nonemergency times.

Therefore, the unit is made up of volunteers who are long-time residents of the city, chosen because of their knowledge and experience in obtaining volunteer manpower and locating resources. The unit has a major responsibility to locate and organize teams, clubs, and groups who would have manpower prior to a flood emergency. One major duty of the unit is receiving, inventorying, and keeping records on all equipment and materials which come into or are purchased by the city.

07-02    LOCATION OF UNIT    The unit is located in the Flood Control Headquarters and works closely with the Administration and Fiscal Services Unit.

07-03    LIAISON WITH OTHER GROUPS    Personnel in the unit will make many errands and trips for supplies and materials. Orders and activities involving trips to other cities to pick up equipment or materials will be coordinated with the Transportation Unit. The Supply/Manpower Resources Management Unit will also work closely with the Corps of Engineers. The unit must work closely with the Civil Defense Director on the procurement of State and Federal flood fight materials. The unit will also work very closely with the East Grand Forks and Crookston representatives of the Minnesota Department of Economic Security. The unit will also coordinate all supply requests with the American Red Cross and Salvation Army.

07-04    PREFLOOD DUTIES    The major task of the unit is to be prepared before the flood emergency arrives. Emergency conditions often require that a large quantity of volunteer manpower be available on very short notice. The best sources of manpower during the day are the public school system, A.V.T.I. and

Sacred Heart School. The University of North Dakota, Grand Forks Air Force Base, sugar beet plant, and other major industries are also viable sources.

PART

2

EAST GRAND FORKS CIVIL DEFENSE SUPPLY/MANPOWER RESOURCES MANAGEMENT UNIT

<u>NAME</u>	<u>ADDRESS</u>	<u>BUSINESS PHONE</u>	<u>HOME PHONE</u>
1. David Eikenes, Chief	1722 River Rd. N.W.	773-0058	773-0058
2. Helmer Johnson, Deputy	813 NW 19th St.	773-9262	773-9262
3. Lynn Stauss, Deputy	831 James Ave. SE	773-1149	773-2775
4. Milt Anderson	1507 NW 19th St.		773-8167
5. Lars Stennes	707 NW 12th	773-9262	773-8474
6. Bruce (Buzz) Olson	1112 8th Ave. NW	773-1141	773-2922

PART

3

STANDARD OPERATING PROCEDURES OF EAST GRAND FORKS CIVIL DEFENSE SUPPLY/MANPOWER  
RESOURCES MANAGEMENT UNIT

3A Preflood Activities

- (1) Develop list of private salaried sources of manpower and equipment and type of resources available.
- (2) Develop directory of individuals and organizations which may have volunteer labor and equipment available for flood fight activities (see Appendix VII-1).
- (3) Establish record keeping system to record volunteered labor (see Appendix VII-2) and equipment (see Appendix VII-3).
- (4) Prepare news releases for the Public Information Officer regarding sources, availability, location, and cost of flood fight materials.
- (5) Coordinate assessment of preflood supplies, resources, and manpower needs with all State and Federal agencies.
- (6) Establish plans for utilizing local services of the Minnesota Department of Manpower Services.
- (7) Develop directory listing suppliers of sandbags - State and local (see Appendix VII-4).
- (8) Develop equipment usage agreements (see Appendix VII-5).
- (9) Develop plans to request and utilize personnel services and equipment of farmers, cities, businesses, and citizens located outside the city.

3B Flood/Emergency Activities

- (1) Staff Flood Control Headquarters with one person 24 hours per day during an extreme flood emergency - otherwise 18 hours per day.
- (2) Contact businesses, persons, and organizations to identify current inventory and availability of flood fight resources.

- (3) Provide current resources information to the Civil Defense Director.
- (4) Locate resources requested by the Civil Defense Director.
- (5) Submit requisitions to the Fiscal Services Unit for the purchase of flood fight materials (batteries, flashlights, life jackets, fuel, shovels, rain coats, parts, etc.).
- (6) Inform the Civil Defense Director of limited resources that might influence decisions regarding allocations and priorities.
- (7) Obtain information from the Engineering Unit on the type of volunteer help needed.
- (8) Prepare a daily situation report for the Civil Defense Director.
- (9) Inform the Civil Defense Director of requests for resources from essential private industries/businesses.
- (10) Maintain an accurate record of volunteer labor and equipment.
- (11) Register all volunteer workers (see Appendix VII-2).
- (12) Issue purchase orders for gasoline to volunteers authorized to use private vehicles for flood fight activities.
- (13) Develop and maintain a roster of persons for standby emergency crews.
- (14) Develop and maintain a price list and source list for commonly asked for flood fight materials.
- (15) Register all volunteer equipment (see Appendix VII-3).
- (16) Have owners complete and sign equipment Usage Agreement forms (see Appendix VII-5)

3C Recovery/Postflood Activities

- (1) Develop and distribute information on essential flood fight clean-up equipment and materials.
- (2) Submit a report to the Civil Defense Director identifying the amount and type of volunteer labor and equipment provided during the flood fight.
- (3) Identify organizations, agencies, and businesses which have postflood resources and assistance available.

- (5) Provide a news release to the Public Information Officer regarding types of postflood assistance available to citizens/businesses.
- (6) Prepare a final report for the Civil Defense Director regarding major problems encountered and recommendations for future flood fights.

# APPENDIX VII-1

## AREA ORGANIZATIONS WITH CAPABILITIES OF PROVIDING VOLUNTEER LABOR, EQUIPMENT, AND RESOURCES

<u>ORGANIZATION</u>	<u>CONTACT PERSON</u>	<u>BUSINESS PHONE</u>	<u>HOME PHONE</u>
Our Saviors Lutheran Church	Bob Bergland	773-8449	773-2095
Bible Baptist Church	Gordon Silcox	773-2691	773-1096
Sacred Heart Church	Father Bourassa	773-0877	
Bethany Lutheran Church	Douglas Erickson	773-1501	775-6175
First Lutheran Church	Edward Behling	773-0181	
River Heights Lutheran Church	John Molsiad	773-1744	773-2221
Mendenhall Presbyterian Ch.	Terry Nelson	773-0008	773-9746
Comm. Christian Ref. Church	Larry Slings	773-2812	773-2964
Hope Evan. Cov. Church	Cecil Johnson	773-2335	773-2335
Family of God Lutheran Church	David Wagner	773-8361	773-8361
Lions Club	Keith Bisson	773-3360	773-3360
Optimist Club	Mike Thorsteinson	773-1166	775-2317
Rotary Club	Art Spaeth	772-8250	772-8250
Jaycees	Kevin Austin	772-3493	772-5101
VFW	Bill Fieman	773-3376	773-3376
American Legion	Marvin Schmerer	773-1602	
EGF School District	Dr. Jim Noonan	773-0714	773-2592
A.V.T.I.	Russell H. Beier	773-1756	773-3441
Sacred Heart School	Sister Basil	773-0230	
American Red Cross	Mrs. Morris Tensen	772-2411	
Salvation Army	Lt. Bob Bohn	775-2597	772-3538

## EAST GRAND FORKS CIVIL DEFENSE VOLUNTEER LABOR REGISTRATION FORM

[illegible]

## APPENDIX VII-3

## EAST GRAND FORKS CIVIL DEFENSE VOLUNTEERED EQUIPMENT REGISTRATION FORM

NAME, OWNER	ADDRESS	PHONE	DESCRIPTION, CONDITION, SERIAL NUMBER, QUALITY OF EQUIPMENT

APPENDIX VII-4

STATE OF MINNESOTA  
DEPARTMENT OF PUBLIC SAFETY  
DIVISION OF EMERGENCY SERVICES  
B5 - State Capitol  
St. Paul, Minnesota 55155

LIST OF SANDBAG COMPANIES

The State of Minnesota, Department of Public Safety, Division of Emergency Services, has compiled a resource list of firms handling bags suitable for sandbags.

The following list is for information only. The counties and communities should contact the firms directly. Prices quoted on the list were quoted over the telephone on February 13, 1979. The State of Minnesota is not responsible for any price so quoted.

Northwestern Bag Corporation  
400 Third Avenue North  
Minneapolis, Minnesota 55401

Telephone Number - 379-0305  
Emergency Calls: Irwin Jacobs  
554-3763

Burlap Bags (treated) - 14 x 34      \$250 M  
Burlap Bags (treated) - 15 x 34      250 M

Berg Bag Company  
410 Third Avenue North  
Minneapolis, Minnesota 55401

Telephone Number - 332-8845  
Irving Berg

Burlap Bags (new)      - 17 x 30      250 M  
Burlap Bags (used)      - 17 x 36      300 M  
Wire Ties - roll of 5,000      21

Minneapolis Bag and Barrel Co.  
425 Hennepin Avenue  
Upper Midwest Building  
Minneapolis, Minnesota 55401

Telephone Number - 336-1459  
Abe Hoffman

Burlap Bags (used)      - 17 x 29      270 M  
Wire Ties - roll of 5,000      20.00

ALL PRICES FOB - MINNEAPOLIS

APPENDIX VII-5

EAST GRAND FORKS CIVIL DEFENSE SAMPLE EQUIPMENT USAGE AGREEMENT FORM

DATE: \_\_\_\_\_

- I. I hereby agree that the equipment and manpower offered by me to the city of East Grand Forks for flood emergency operations is being donated at no cost to the City of East Grand Forks.
- II. I hereby agree to rent my equipment and manpower at the following rate not to include gas and lubricants:
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- III. I further agree not to hold the City of East Grand Forks responsible for damage to equipment or injury or death to operators.
- IV. Fuel, lubricants, and minor repairs will be furnished to the City of East Grand Forks.

Signed \_\_\_\_\_

Address \_\_\_\_\_

Make in duplicate

1 Copy to equipment owner

1 Copy to city

## VIII

### EAST GRAND FORKS CIVIL DEFENSE COMMUNICATIONS UNIT

#### PART

##### 1

#### UNIT OVERVIEW

08-01 FLOOD MISSION Rapid and accurate communications between all flood fight units serves as the basis for an effective coordinated emergency response. The flood fight cannot succeed unless there is an adequate and reliable communications system staffed by disciplined hard working persons. Without proper communications, coordination of the entire Civil Defense flood fight effort is impossible. Most of the twenty-three separate flood fight units are composed of volunteers who have never worked together in a group prior to the emergency. Therefore, there is no existing communication system for each unit. The main method of communication for the volunteer-staffed units will be Citizen's-Band (CB) radio. The CB system will utilize Channel 23.

08-02 LOCATION OF UNIT The main CB base station will be located in the Flood Control Headquarters. Other base stations will be developed as needed and in the past have been located at the A.V.T.L. and 2 fire stations. The base stations are staffed 24 hours per day.

08-03 COMMUNICATIONS FOR FULL-TIME CITY SERVICES The Police Department, Fire Department, Street and Sewer Department, Water and Light Department, Warning Unit, and Engineering Unit have their own permanent system of communications. However, during a flood emergency they are also tied in to the CB communications system. They monitor and utilize the CB system during a flood emergency to facilitate coordination.

08-04 NONELECTRONIC COMMUNICATION One of the major sources of communication during a flood emergency involves the holding of frequent Civil Defense meetings. The meetings are called as needed and all Unit Chiefs are required to participate. Communication problems are greatly relieved by the reports given at the Civil Defense meetings. Meetings are normally held early in the morning (7 a.m.) or in the evening (between 5 p.m. and 8 p.m.)

08-05 EQUIPMENT AND PERSONNEL The Communications Unit uses the expertise and knowledge of community citizens who are experienced with CB equipment. A majority of the CB equipment used during a flood emergency is privately owned. However, the Communications Unit has seven mobile units. The mobile units are assigned to volunteer communication personnel who are stationed in critical areas with the Dike Patrol Unit, Sandbag Production Unit, or Sandbag Dike Construction Unit.

08-06 BACK-UP SYSTEM The Forx Amateur Radio Club serves as back-up. The Ham Operators are well organized and have the capability of providing communications should power and/or land lines become inoperable.

08-07 TELEPHONE LINES The Flood Control Headquarters will have twelve phone lines installed during flood emergencies. The phone lines will serve all unit stations. The Dike Patrol Unit uses five phone lines for monitoring the security of the dike system.

08-08 AMERICAN CRYSTAL SUGAR RADIOS The American Crystal Sugar Company has approximately six portable radio units on their own frequency that could be utilized during a flood emergency. During the 1979 flood emergency, the radio units were used to coordinate sandbag filling activities in the A.V.T.I. Truck Driving Rodeo. The CB "handy talkies" using Channel 14 presented interference problems for the flood fight CB communications on Channel 23. The American Crystal Sugar radios could be used in areas where coordination and communication problems are most severe.

08-09 NORTHWESTERN BELL EMERGENCY PLAN Northwestern Bell has a detailed emergency operations plan in flood emergencies. The plan is divided into three phases. In phase one (preflood) the Civil Defense Director will notify Northwestern Bell that the Weather Bureau Service is predicting a flood of 45 feet or more. When it becomes evident that the flood prediction will materialize, Northwestern Bell will implement phase two and install phones in Flood Control Headquarters, on the dikes, at the A.V.T.I., and any other necessary locations. Phase three plans detail the arrangements for evacuating the downtown Flood Control Headquarters and relocating all communication operations to the Civic Center.

## PART

2

## EAST GRAND FORKS CIVIL DEFENSE COMMUNICATIONS UNIT CHIEF, DEPUTIES, AND MEMBERS

<u>NAME</u>	<u>ADDRESS</u>	<u>BUSINESS PHONE</u>	<u>HOME PHONE</u>
Ivan Ferguson, Chmn.	1107 18th St. NW	773-2323	773-0876
Jim Mongoven, Deputy	709 4th St. NW	775-1310	773-2985
Dale Monson	214 Central Ave. NE	773-2403	773-7300
Dale Bolstad	915 20th St. NW	746-7219	773-3231
Les Amundson	RR 2	773-9105	773-9105
John Engel	616 8th St. SE	773-9674	773-3289
Dan Formato	802 2nd St. NW	773-2403	773-9484
Ed Osowski	306 Mero Ct. SE	773-1313	773-2382
Stan Wicker	403 James Ave. SE	746-5454	773-2621
Tom Stennes	902 18th St. NW	773-2971	773-3275
Ray Johnson	506 4th Ave. NE	746-7401	773-0676
Richard Riel	719 3rd St. NW	772-6691	773-3208
Sue Lenzen	35 Garden Ct. NW	773-2483	773-9464
Ray Keehr	713 3rd St. NW	773-1192	773-9286

PART

3

STANDARD OPERATING PROCEDURES OF EAST GRAND FORKS CIVIL DEFENSE COMMUNICATIONS UNIT

3A Preflood Activities

- (1) Develop organizational chart and job descriptions for Communications Operations (see Appendix VIII-1).
- (2) Develop directory of all personnel assigned to different communications tasks and assignments (see Appendix VIII-2).
- (3) Inventory, inspect, and procure vital communications equipment and material needed at all communications posts.
- (4) Inform and/or train all personnel on standard operation procedures.
- (5) Establish and develop record keeping and reporting procedures and forms.
- (6) Establish contact and procedures for coordinating communication with county, city, State, and Federal agencies or organizations involved in flood fight activities.
- (7) Install dike patrol phone system.
- (8) Develop operations data (see Appendix VIII-3).
- (9) Review communications capabilities and resources of Forx Amateur Radio Club for assistance in catastrophic flood disaster (see Appendix VIII-4).
- (10) Develop a CB communications log (see Appendix VIII-5).
- (11) Review CB Radio Codes and Standardized Radio Codes (see Appendix VIII-6).
- (12) Contact the American Crystal Sugar Company management to discuss details involved with acquiring portable units.

### 3B Flood/Emergency Activities

- (1) Activate and staff Flood Control Headquarters 24 hours per day.
- (2) Activate and staff CB base positions at other major activity centers (A.V.T.I., Dike Patrol, Minnesota Point, bridges, etc.) required for emergency operations.
- (3) Activate staff and maintain a record on all CB mobile units (see Appendix VIII-7).
- (4) Prepare a news release for the Public Information Officer regarding methods and procedures for receiving and transmitting messages.
- (5) Receive, transmit, and distribute messages via CB base and mobile units.
- (6) Maintain operating logs and records.
- (7) Establish and hook up amateur radio base and back-up amateur radio mobiles.
- (8) Instruct mobile operators in proper operating procedures.
- (9) Assign mobile unit members (see Appendix VIII-2) to personnel and place number on 8-inch square decal for windshields.
- (10) Maintain control and proper maintenance of equipment.
- (11) Coordinate communications activities with other agencies involved in the flood fight (fire, police, National Guard, Red Cross, Salvation Army, Corps, etc.)
- (12) Activate and maintain Dike Patrol Unit phone system.
- (13) Obtain, checkout, and maintain a daily log of American Crystal Sugar Company's radios in extreme flood emergency.

### 3C Recovery/Postflood Activities

- (1) Continue communications activities as long as necessary during recovery phase.
- (2) Deactivate communications equipment and stations when no longer needed.
- (3) Prepare a final report for the Civil Defense Director regarding major problems encountered and recommendations for future flood fights.

APPENDIX VIII-1

COMMUNICATIONS ORGANIZATIONAL CHART AND JOB DESCRIPTIONS

CHIEF

Ivan Ferguson

DEPUTY

Dale Monson

SECRETARY

Sue Lenzen

CITIZEN BAND  
BASE HEADS

Tom Stennes  
Ray Johnson

CITIZEN BAND  
MOBILE HEADS

Dale Bolstad  
Richard Riel

RECORD KEEPING

Arvy Larson, Supervisor

AMATEUR RADIO  
BASE HEAD

Lester Amundson

AMATEUR RADIO  
MOBILE HEAD

Rod Klug

A.V.T.I.

BASE AND PORTABLE UNIT DIRECTOR

A - Coordinator	Russ Beier
B - Loading Communications Head	Jay Croy

BASE II IF NEEDED

Communications Head - Verdie Pederson

APPENDIX VIII-1 (cont.)

FLOOD HEADQUARTERS COMMUNICATIONS CENTER

COMMUNICATIONS CHIEF'S DUTIES

CHIEF

- A. - Oversee all operations, amateur and citizen band, base and mobile.
- B. - Provide liaison for the Civil Defense Director, Mayor, and Council members.
- C. - Set up and maintain Flood Control Headquarters communications center.

DEPUTY

- A. - Assist the Chief in operations, scheduling personnel, and equipment maintenance and procurement.
- B. - Fulfill the Chief's duties in his absence.

SECRETARY

- A. - Maintain adequate records and carry out duties as requested by the Chief and Deputy.

CITIZEN BAND

BASE HEAD AND ASSISTANT BASE HEADS

- A. Assist the Chief in setting up adequate equipment and scheduling personnel.
- B. Oversee all operators, duty hours, equipment, and operating logs.
- C. Schedule base operators for 24-hour/day coverage.

MOBILE HEAD AND ASSISTANT BASE HEADS

- A. Schedule and coordinate mobile unit operations.
- B. Assist base head with obtaining personnel and mobile units and keep base head informed.
- C. Instruct mobile operators in proper operating procedures of mobile radios and control the use of emergency strobe lights on vehicles.

APPENDIX VIII-1 (cont.)

- D. Assign mobile units numbers and maintain a record of the mobile unit's names, the operator's name, date, and time of duties. Also, keep a log on mileage for reimbursement purposes.

AVTI

BASE AND PORTABLE UNITS DIRECTOR

- A. - Coordinate AVTI communications with Flood Control Headquarters Communications Unit Chief.
- B. - Maintain control of equipment and its proper maintenance.
- C. - Schedule personnel for 24-hour/day coverage.

AMATEUR RADIO

EMERGENCY COORDINATOR

- A. Work with Chief and Deputy.
- B. Carry out emergency radio plan as adopted by the Amateur Radio Club.
- C. Appoint personnel to facilitate the setting up of equipment, antennas, base station, and mobile units.
- D. Establish command center station, AVTI station, Base II station, and mobile units as outlined in emergency plan.
- E. Schedule personnel for 24-hour/day coverage.

BASE III - IF ESTABLISHED

BASE DIRECTOR AND ASSISTANT

- A. Coordinate operation with Flood Control Headquarters Communications Unit.
- B. Set up equipment schedule, personnel, and establish mobile units.
- C. Appoint mobile heads and set up procedure and vehicle numbers, names, and mileage logs.

# APPENDIX VIII-2

## EAST GRAND FORKS CIVIL DEFENSE DIRECTORY OF COMMUNICATIONS PERSONNEL AND ASSIGNMENTS

<u>UNIT #</u>	<u>NAME *</u>	<u>UNIT/ASSIGNMENT</u>	<u>BUSINESS PHONE *</u>	<u>HOME PHONE *</u>
	Ivan Ferguson		773-2323	773-0876
	Al Lafave		772-7208	773-1204
	Mike Raymond		773-2403	773-2854
	Ray Johnson		746-7401	773-0676
	Louie Murray		773-0528	773-0528
	Al Nixon		773-2431	773-1396
	Dale Monson		773-2403	773-7300
	Ray Keehr		773-1192	773-9286
	Val Rolerat		773-1131	773-2647
	Dick Riel		772-6691	773-3208
	Dave Lambrix		773-2403	773-8151
	Jim Gander		772-5881	773-1619
	Jay Croy		773-3441	773-8368
	Dale Bolstad		746-7219	773-3231
	Norm Dufault		773-2457	773-0576
	Cal Raymond		772-6611	773-2385
	Rollie Twite		775-7721	773-2704
	Ernest Brazee		773-9545	773-9545
	Gene Mills		773-9461	773-9258

\* Update names and phone numbers at the time of a flood emergency.

## EAST GRAND FORKS CIVIL DEFENSE COMMUNICATIONS UNIT

AMATEUR RADIO FREQUENCIES: 146.52 Simplex - East Grand Forks Operators  
146.34/94 Repeater - Area Operators and  
Grand Forks

AMATEUR RADIO CALLS: EAST GRAND FORKS - East Side Flood Control  
Base III - Crestwood School  
AVTI - Base II  
Point Radio (Spud)

GRAND FORKS/AREA - Grand Forks EOC  
Valley Red Cross (Chapter HQ)  
Mass Care - feeding, etc.  
Drayton EOC  
Oslo EOC

CITIZEN BAND CHANNELS: 23 - East Grand Forks Flood Control and Master  
Frequency  
21 - Crestwood School  
14 - AVTI and Associated Units  
1 - Reserved

CITIZEN BAND CALLS: EAST GRAND FORKS - Control 23  
Base 3 21  
(AVTI) Base 2 14  
(SPUD BOAT LAUNCH) Unit 59 21

GRAND FORKS/AREA - Grand Forks EOC 9  
Valley Red Cross 9  
Mass Care 4

#### APPENDIX VIII-4

##### EAST GRAND FORKS CIVIL DEFENSE COMMUNICATIONS UNIT INFORMATION ON FORX AMATEUR RADIO CLUB (FARC)

For short distance, reliable communications between mobile, hand-held, and base stations, FORX ARC owns and maintains a VHF repeater on 146.34 - .94 MHz. The repeater is operational 24 hours a day and can be accessed by anyone using the proper equipment. The repeater is located in Grand Forks and is monitored by many hams in this area. Coverage area of the Grand Forks repeater is about 25 miles to mobiles and 50 miles or more to base stations with better antennas and more power. So long as the VHF ham station (either mobile or base) is within operating range of the repeater, communications are generally solid and relatively noise-free and never bothered by "skip" conditions.

Approximately half of the members are equipped to operate through the repeater. Most of these can be either mobile or base stations. In addition, these members also have the capability of operating through ham repeaters located at Grafton, Petersburg, and Fargo, North Dakota, as well as simplex (direct point-to-point transmission without the use of a repeater) frequencies.

Many FORX ARC members also have a station for 5 or 6 VHF ham bands at their home. These stations and frequencies could be important for maintaining emergency long range communications if the need should arise. The FORX ARC owns 2 portable generators which could be used for emergency power if needed. In addition, the FORX ARC members can be called upon for emergency technical services. Many of the members are proficient at repairing equipment under emergency conditions.

APPENDIX VIII-4 (cont.)

The nonprofit organization of Ham Radio Operators is interested in many phases of electronics and ham radio. The membership consist of about 65 members from a fairly wide area. Approximately 2/3 live outside of the Greater Grand Forks area.

CLUB OFFICERS

<u>OFFICE</u>	<u>NAME</u> *	<u>ADDRESS</u> *	<u>PHONE</u> *
PRESIDENT			
VICE PRESIDENT	Glen Olson		
SECRETARY	Rod Klug		
TREASURER	Robert Moeckel		

\* Identify names and phone numbers prior to a flood emergency.

APPENDIX VIII-5

EAST GRAND FORKS CIVIL DEFENSE COMMUNICATIONS UNIT

CB COMMUNICATIONS LOG

DATE: \_\_\_\_\_

STATION: \_\_\_\_\_

OPERATOR: \_\_\_\_\_

AM/PM

TIME

DESCRIPTION AND RECORD OF COMMUNICATIONS

---

APPENDIX VIII-6

EAST GRAND FORKS CIVIL DEFENSE FLOOD CONTROL COMMUNICATIONS RADIO CODES

1. NEED POLICE ASSISTANCE AT .....
2. NEED ASSISTANCE, CALL ENGINEERING AND HAVE THEM MEET US AT .....
3. NOT AN EMERGENCY, BUT NEED SANDBAGS AND CREW AT .....
4. E M E R G E N C Y ..... NEED SANDBAGS AND CREW AT .....
5. RESCUE AT .....
6. NEED DIKE WALKERS AT .....
7. PROBLEM WITH SIGHT SEERS ..... NEED POLICE ASSISTANCE .....

NEW STANDARDIZED CONDENSED RADIO CODES

- 10-1 Unable to copy - change location
- 10-2 Signals good
- 10-3 Stop transmitting
- 10-4 Acknowledgement
- 10-5 Relay
- 10-6 Busy - stand by unless emergency
- 10-7 Out of service
- 10-8 In service
- 10-9 Repeat
- 10-12 Stand by (stop)
- 10-13 Weather and road report
- 10-18 Complete assignment quickly
- 10-19 Return to .....

APPENDIX VIII-6 (cont.)

10-20 Location  
10-21 Call.....by telephone  
10-22 Disregard  
10-24 Assignment completed  
10-25 Report in person to (meet).....  
10-30 Illegal use of radio  
10-33 EMERGENCY  
10-36 Correct time  
10-43 Information  
10-46 Assist motorist  
10-47 Emergency road repairs needed  
10-50 Accident  
10-51 Wrecker needed  
10-52 Ambulance needed  
10-63 Prepare written copy  
10-69 Message received  
10-70 Fire Alarm  
10-74 Negative  
10-77 ETA (Estimated Time of Arrival)  
10-85 Will be late  
10-91 Unnecessary use of radio

APPENDIX VIII-7

EAST GRAND FORKS CIVIL DEFENSE COMMUNICATIONS UNIT

MOBILE UNIT DUTY LOG

<u>DATE</u>	<u>UNIT NUMBER</u>	<u>NAME</u>	<u>HOURS OF DUTY</u> <u>IN</u> <u>OUT</u>	<u>ASSIGNMENT</u>	<u>GAL. GAS</u> <u>USED</u>	<u>TOTAL</u> <u>MILES</u>
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## IX

### EAST GRAND FORKS CIVIL DEFENSE DIKE PATROL UNIT

#### PART

#### 1

#### UNIT OVERVIEW

09-01 FLOOD MISSION The major purpose and responsibility of the unit is to patrol, monitor, and inspect the structural soundness of the dike system protecting the city. Much of the dike system is classified as temporary diking. During major floods (45 feet +), sandbags and clay closures are constructed in many locations. These temporary structures must be inspected for weaknesses 24-hours per day. During the 1979 flood, the Dike Patrol Unit was responsible for patrolling 7 miles of dike. The Dike Patrol Unit is one of the most important components of a successful flood fight. The immediate detection of a problem will determine whether it can be corrected in time to avert a major dike failure.

09-02 LOCATION OF UNIT The Dike Patrol Unit will be located in the Flood Control Headquarters and will be staffed 24-hours per day.

09-03 STAFFING This unit does not exist and function during nonemergency flood conditions. Therefore, members who comprise the group are made up of volunteers who are long-time and knowledgeable residents of the city. The mission and responsibilities of the unit are very important and require the services of many individuals. Staffing plans for the unit must be developed prior to a flood emergency. The Dike Patrol Unit must be activated when the river reaches approximately 42 feet (14 feet over flood stage).

09-04 PROCEDURES AND SITUATIONS MONITORED The Dike Patrol Unit is responsible for assigning teams of persons to patrol certain segments of the dike lines. Watch have been set up by the Engineering Unit. The controllers report to the

Flood Control Headquarters for registration and briefings. Each team serves a 3-hour shift in an assigned patrol zone. Each zone has a Red Telephone which is tied into the Flood Control Headquarters. Patrollers relay emergency messages on the phone and report in on the phone every half hour. Situations that patrollers monitor and watch for include:

1. Overtopping of dikes
2. Wind or water erosion on dikes
3. Unauthorized personnel loitering on the dike
4. Seepage of water through the dike
5. Soft spots or boils which develop on the dike
6. Slippage of the dike into the river
7. Sinking of the dike
8. Pumps which have quit operating

09-05 PROBLEMS All problems are reported to the Dike Patrol Unit station on the Red Telephones located along the dike. The message is immediately turned over to the Engineering Unit and Communications Unit. An Engineer in the field or at the Flood Control Headquarters is dispatched to the trouble spot immediately. The Engineer assesses the situation and determines what actions to take. The Communications Unit is immediately assessed of all emergency situations. The Communications Unit must then receive and immediately distribute messages regarding actions which are to be taken. The Communications Unit is, therefore, responsible to see that manpower and materials are ordered to the scene of the emergency.

09-06 LIAISON WITH OTHER GROUPS Dike Patrol Unit volunteers in the Flood Control Headquarters must have a close working relationship with the Communications Unit and Engineering Unit. The Dike Patrol Unit must also inform the Civil Defense Director of operational problems. Lights are installed along the dike system and the unit must report all existing problems to the Electricity and Water Distribution Unit.

09-07 RECRUITING DIKE PATROLLERS The number of people necessary to make the dike patrol operation successful is high. Approximately 20 people are necessary for each 3-hour shift. This number may fluctuate depending upon the level of the river. However, assuming 20 people per shift, the unit schedules approximately 160 people daily. Over a 10-day period (not atypical) this should total 1600 people. The task of obtaining volunteers, therefore, can sometimes become challenging. Normally there is a contingent of four dike patrol schedulers working 4-hour shifts at the Flood Control Headquarters between 8:00 a.m. and Midnight and two between Midnight and 8:00 a.m. In addition, the Red Telephone must be manned 24-hours per day.

09-08 RIVER READINGS The Dike Patrol Unit is also responsible for obtaining, posting, and recording river readings on the half hour.

## PART

2

## EAST GRAND FORKS CIVIL DEFENSE

## DIKE PATROL UNIT CHIEF, DEPUTIES, AND MEMBERS

<u>NAME</u>	<u>ADDRESS</u>	<u>BUSINESS PHONE</u>	<u>HOME PHONE</u>
1. Angie Keller, Chief	710 1st St. NW	773-1024	773-1024
2. Duane Fettig, Deputy	1724 8th Ave. NW	775-4147	773-3689
3. Florence Soule, Deputy	714½ 1st St. NW	773-0264	773-0264
4. Cleo Kelly	802 10th St. NW	773-0278	773-0278
5. Sylvia Bodahl	237 3rd Ave. SE	773-1020	773-1020
6. LaVerne St. Lawrence	311 3rd Ave. SE	773-0658	773-0658
7. Rosie O'Leary	917 Rhinehart Dr.	773-1939	773-1939
8. Ingeborg Tiedeman	715 2nd St. NW	773-0557	773-0557
9. Bernice Danielson	6 1st St. NW	773-0110	773-0110
10. Nina Erickson	805 3rd St. NW	773-9246	773-9246
11. Boots Kreun	546 5th Ave. SE	773-9193	773-9193
12. Wes Jamieson	1221 20th St. NW	773-0980	773-0980
13. Delores Jenson	1711 20th St. NW	773-8646	773-8646
14. Esther Burke	1217 18th Ave. NW	773-9394	773-9394

PART

3

STANDARD OPERATING PROCEDURES OF EAST GRAND FORKS CIVIL DEFENSE DIKE PATROL UNIT

3A Preflood Activities

- (1) Develop a directory of dike patrol schedulers and Red Telephone operators and instruct them regarding their duties and responsibilities (see Appendix IX-1 and Appendix IX-2).
- (2) Develop an initial schedule for dike patrol schedulers and Red Telephone operators.
- (3) Review, revise, and duplicate sufficient quantities of all dike patrol forms and records.
- (4) Develop news releases to be used to recruit volunteers for dike patrol duty. Have the Public Information Officer give releases to radio, TV, newspapers, churches, and service organizations.

3B Flood/Emergency Activities

- (1) Activate dike patrol station in the Flood Control Headquarters.
- (2) Develop a schedule for all persons who work 4-hour shifts at the dike patrol station (see Appendix IX-3) and Red Telephone (see Appendix IX-4).
- (3) Dike patrol schedulers start receiving calls on 1 incoming line and calling East Grand Forks phone numbers on 3 outgoing lines to schedule persons for 3 hours of dike patrol duty for a specific time and date (see Appendix IX-5). Pages one and two of Appendix IX-5 are needed to cover one 24-hour period.
- (4) Dike patrol schedulers call persons scheduled for dike patrol one hour before their assignment begins.

- (5) Red Telephone operators assign all persons scheduled by dike patrol schedulers to a specific dike area and post all assignments on the blackboard.
- (6) Have all persons reporting for duty sign the dike patrol register (see Appendix IX-6).
- (7) Red Telephone operators turn all emergency calls and records over to the Communications Unit and receive all dike patrol "check-in" calls (see Appendix IX-7). Pages one and two of Appendix IX-7 cover one 24-hour period.
- (8) Red Telephone operators obtain and post river readings every half hour in the 3-ring binder record book and on the flood control wall chart (see Appendix IX-8).
- (9) Dike Patrol Unit Chief briefs all dike patrollers on their duties, (see Appendix IX-9), assigns them equipment, and gives directions to area.
- (10) Dike Patrol Unit Chief contacts the Communications Unit for all patrollers who need rides to their dike patrol area.
- (11) Update and modify dike patrol areas on maps as flood conditions change (see Appendix IX-10).
- (12) Maintain records of all dike patrol activities.
- (13) Check boundary markers of dike patrol areas to prevent persons from wandering out of their area.

### 3C Recovery/Postflood Activities

- (1) Continue Dike Patrol scheduling until no longer necessary.
- (2) Summarize records and prepare report on total number of persons involved in Dike Patrol activities.
- (3) Prepare a final report for Civil Defense Director regarding problems encountered and recommendations for future flood fights.

# APPENDIX IX-1

## EAST GRAND FORKS CIVIL DEFENSE DIKE PATROL UNIT

### DIRECTORY OF EXPERIENCED DIKE PATROL SCHEDULERS AND RED TELEPHONE OPERATORS

<u>NAME</u>	<u>ADDRESS</u>	<u>HOME TELEPHONE</u>
Sylvia Bodahl	237 3rd Ave. SE	773-1020
LaVerne St. Lawrence	311 3rd Ave. SE	773-0658
Rosie O'Leary	917 Rhinehart Dr.	773-1939
Nancy Thiel	River Road	773-1549
Ev Kelleher	12 Forrest Ct.	773-0086
Ingeborg Tiedeman	715 2nd St. NW	773-0557
Bernice Danielson	6 1st St. NW	773-0110
Delores Stocker	1501 8th Ave. NW	773-0096
Dorothy Sehler	503 1st Ave. NE	773-0401-
Nina Erickson	805 3rd St. NW	773-9246
Boots Kreun	546 5th Ave. SE	773-9193
Cleo Cleveland	710 12th St. NW	773-2157
Emily Rapacz	1428 5th Ave. NW	773-1362
Lorraine Black	823 17th NW	773-1951
Wes Jamieson	1221 20th St. NW	773-0980
Helen Johnson	722 10th St. NW	773-0708
Delores Jenson	1711 20th St. NW	773-8646
Esther Burke	1217 8th Ave. NW	773-9394
Elizabeth Giese	1321 8th Ave. NW	773-1059
Lenora McFarlane	1014 17th St. NW	773-2758
Betty Jeffrey	210 Mars Dr.	773-9621
Grace Larson	106 5th St. NW	773-0730

<u>NAME</u>	<u>ADDRESS</u>	<u>HOME TELEPHONE</u>
Gloriana Norton	2 1st St. NW	773-0320
Colleen Mongoven	709 4th St. NW	773-2985
Darlene Olson	1204 4th Ave. NW	773-2250
Sandi Wogaman	1703 20th St. NW	773-9465
Mary Jo Bydal	1114 17th St. NW	773-1261
Mary Anderson	217 6th Ave. NW	773-2578
Ruth Glover	803 20th St. NW	773-9211
Mary Cumming	811 12th St. NW	773-2043
Leona Holt	1623 River Rd. NW	773-1251
Amy Hirst	1008 17th St. NW	773-2810
Cleo Kelly	802 10th St. NW	773-0278

APPENDIX IX-1 (cont.)

INSTRUCTIONS FOR EAST GRAND FORKS DIKE PATROL SCHEDULERS

The actual schedule sheets should be handled by just one of the people assigned to scheduling duties.

All entries on the schedule should be made with pencil, filling in name and telephone number, and the area only if a certain one is requested. (Be sure the telephone number is entered and written in its proper column. It will be needed for call back one hour before assignment begins and for future flood emergencies. In the past, when the number was carelessly entered and it ran into the "Area" column, difficulties arose as to which certain area, if any, was requested.)

Whenever there is a cancellation, be sure to erase all three column entries and fill in the blank space as soon as another person asks to be scheduled at that time.

When entering a name on the schedule, BE EXTREMELY CAREFUL to enter it on the right day and time. Repeat to the person handling the call what you have entered and have her repeat it to the caller. (In the past, too many were incorrectly scheduled.)

Persons placing calls for volunteers might use this type of conversation: "This is Dike Patrol calling. Is there someone at your house over 18 who might be able to do some patrolling on the dike?" (If person indicates age or illness, simply thank them and say we would not expect them to help.) If the person sounds like a young lady and requests night shift, explain that no ladies are allowed to patrol between 7:30 p.m. and 7:30 a.m. unless accompanied by her husband, father or brother. Request that all persons report  $\frac{1}{2}$  hour ahead in order to have time for instructions, signing in, and be on time for "change in patrol."

When using the "source of names" list, make notes after the name if they do not answer (DNA) or call back (CB), etc., so when another person takes over the calling, they will know what has happened with the previous try at reaching the people.

Keep whatever notes you wish while working, but destroy or take your notes along at the end of your duty. They are of little value to the next person and may only be confusing.

In order to have enough people scheduled (in case of a last minute cancellation or "no show"), it may be necessary to schedule one or two more than actually needed. This practice will be avoided if possible. However, if it becomes necessary to schedule one or two more people, do not say they will be on "stand-by."

## APPENDIX IX-2

### EAST GRAND FORKS CIVIL DEFENSE RED TELEPHONE OPERATOR DUTIES

Any call indicating an emergency should be turned over to the Communications Unit immediately WITHOUT DISCUSSING THE NATURE OF THE CALL. The Communications Unit will alert the Engineering Unit, Warning Unit, and Civil Defense Director.

On "check-in" calls from dike patrollers, record the time of the call on the CHECK-IN sheet. Watch for cases of missed reports and give information to the Communications Unit to check out patrollers who have not checked in.

About one-half hour\* before the next shift comes on, go to schedulers and get the names of those to go on. List on the blackboard first those patrollers requesting specific areas, encircling their names to indicate they are not to be changed. Then fill in the rest of the names in any areas of the dike to provide good coverage (e.g., two persons on certain trouble spots, etc.)

When patrollers report in after their shift, check off the names on the blackboard, and turn them over to the registrar. If patrollers are not in by 10 minutes before the start of the next shift, call to check if they are on their way.

Obtain river readings at times specified. Post in the record book, on the blackboard, and/or wherever designated (in 1979, this was done on very large sheets of paper on the wall of the Flood Control Headquarters).

\* In 1979, it was necessary to verify the upcoming shift about an hour ahead of time in case of last-minute replacements. Perhaps this should be done in all cases. If time is left over between shifts, the time can be spent helping schedulers list numbers to call.

## DIKE PATROL - SCHEDULERS

Year 19\_\_

DAY & DATE	8:00 am - 12 Noon		12 Noon - 4:00 pm		4:00 pm - 8:00 pm		8:00 pm - Midnight		Midnight - 8:00 am	
	NAME	TEL.	NAME	TEL.	NAME	TEL.	NAME	TEL.	NAME	TEL.
SUNDAY										
MONDAY										
TUESDAY										
WEDNESDAY										
THURSDAY										
FRIDAY										
SATURDAY										

## DIKE PATROL-RED TELEPHONE

Year 19

DAY & DATE	8:00am - 12 Noon		12 Noon - 4:00 pm		4:00 pm - 8:00 pm		8:00pm - Midnight		Midnight - 8:00am	
	NAME	TEL.	NAME	TEL.	NAME	TEL.	NAME	TEL.	NAME	TEL.
SUNDAY										
MONDAY										
TUESDAY										
WEDNESDAY										
THURSDAY										
FRIDAY										
SATURDAY										

Year 19—

9-14



**DIKE PATROL REGISTER** Year 19\_\_\_\_  
**TO VALIDATE COVERAGE BY WORKMAN'S  
 COMPENSATION IF INJURED ON DUTY**

DAY :	DATE :	SHIFT: From	AM PM	To	AM PM
Area	NAME	ADDRESS	TELEPHONE	TIME OFF-DUTY	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Flashlight Received By: ( 7:30 PM Shift Only )

Area	Area
1	7
2	8
3	9
4	10
5	11
6	12



**Year 19\_\_\_\_\_**

**DATE :**

[illegible][illegible]

Year 19\_\_\_\_

[illegible]

## APPENDIX IX-9

### EAST GRAND FORKS CIVIL DEFENSE DIKE PATROLLER DUTIES AND RESPONSIBILITIES

Any person over 18 may walk the dikes between 7:30 a.m. and 7:30 p.m. Married couples may walk together. Single women must be accompanied by father or brother between 7:30 p.m. and 7:30 a.m. All dike areas must be patrolled in pairs for safety reasons.

#### Duties are:

- (1) Report to Flood Control Headquarters  $\frac{1}{2}$  hour before the start of your 3-hour shift. Wear proper clothing to keep warm and dry.
- (2) Sign the registry as proof of being on duty in order to be covered under Workmen's Compensation in case of injury while on duty. Signature must be patroller's own.
- (3) Report to your assigned dike patrol area ON TIME and stay within your assigned area.
- (4) Accept required equipment from the shift leaving and be responsible for the equipment until you turn it over to your replacement. THE EQUIPMENT IS NOT TO BE LEFT UNATTENDED WHEN GOING OFF DUTY. THE WEARING OF LIFE JACKETS AND ORANGE VESTS IS IMPERATIVE.
- (5) Walk with your partner at all times and walk slowly.
- (6) Watch for any suspicious leaks. Remove children and unauthorized persons. Report to Flood Control Headquarters on the Red Telephone if there are any breaks, signs of dike failure, or difficulties removing unauthorized persons.
- (7) Report IMMEDIATELY on the Red Telephone if anyone receives an injury, no matter how minor.
- (8) "Check-in" on the Red Telephone approximately every half hour.

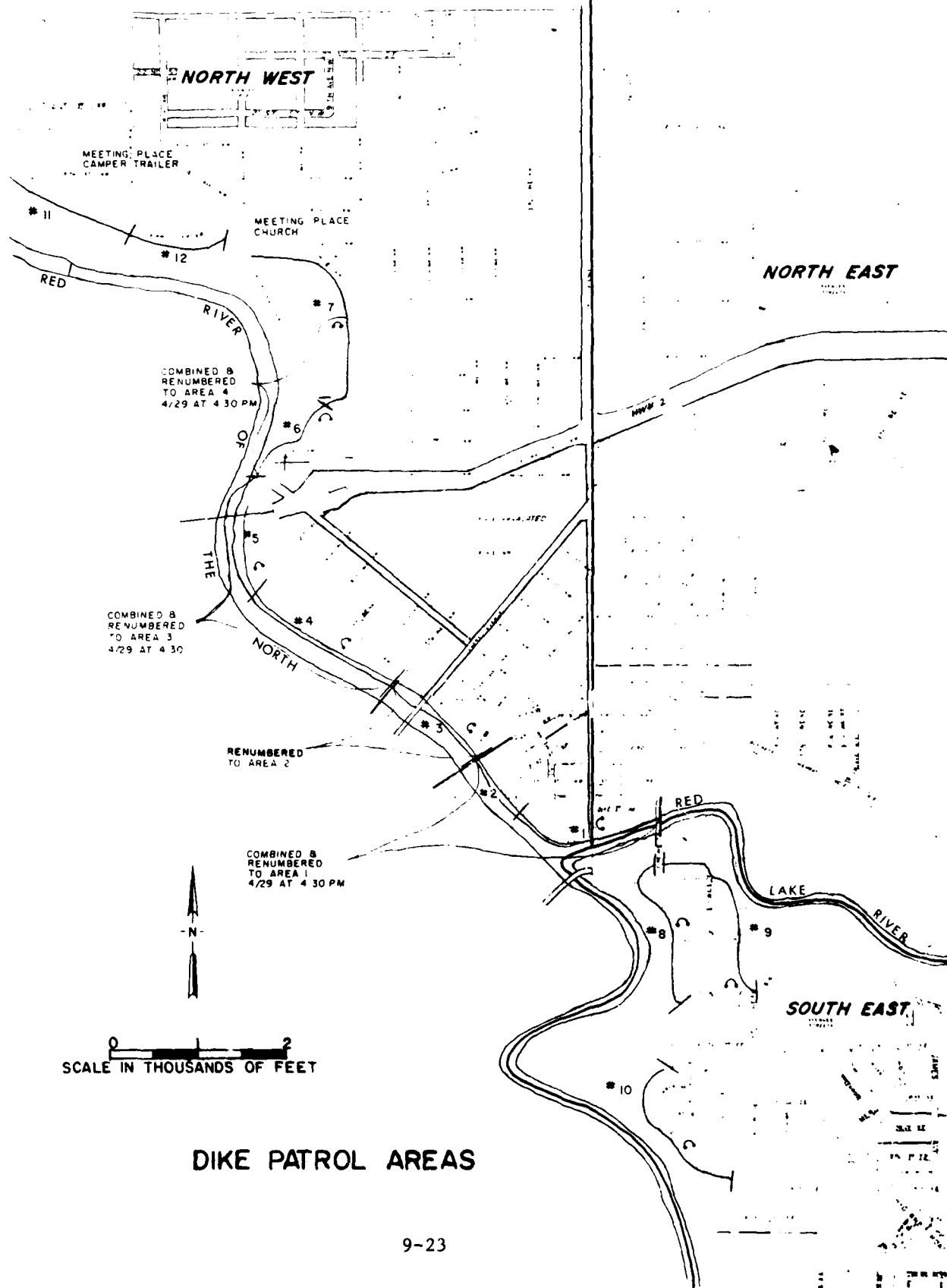
APPENDIX IX-9 (cont.)

- (9) Report in on the Red Telephone as soon as you are ready to start your 3-hour shift with the required equipment. (This serves to check out those leaving the previous shift.) (See number 14.)
- (10) Make sure inner tubes stationed along the dike are in place and inflated.
- (11) Place red flags at areas where there is evidence of new seepage, slippage, cracking, or dike failure. Report this on the Red Telephone and continue to check out any flagged spots.
- (12) Report on the Red Telephone any boats on the river.
- (13) Wait at the Red Telephone at the end of your 3-hour shift for your replacement.
- (14) When you are replaced and have given the equipment to your replacement, you may leave.
- (15) If it is necessary to leave for illness or other reasons before the end of your shift, report immediately on the Red Telephone.
- (16) 7:30 p.m. shifts are issued large flashlights, the flash lights must be passed on to each succeeding night shift and returned to the mobile units at 7:30 a.m. for return to Flood Control Headquarters.

APPENDIX IX-10

DIKE PATROL AREAS

<u>AREA #</u>	<u>LOCATION</u>
1	Point Bridge to Dike St.
2	Dike St. to RR Tracks (city shops)
3	RR Tracks (city shops) to 6th Ave. NW (old Jordahl lot)
4	6th Ave. NW to 10th Ave. NW
5	10th Ave. NW to 11th St. NW
6	11th St. NW to River Rd. NW
7	River Rd. NW to River Rd. NW and 17th St. NW
8	Eagles to Dairy Store (So. of 3rd St. SE)
9	APCO Service Station (SE 1st) to Fire Station
10	Timberline Ct. to 5th Ave. SE & south of 6th St. SE
11	20th St. NW to road running south from corner of 19th St. NW and River Rd. NW
12	From road running south of intersection of 19th St. NW and River Rd. NW to River Rd. NW and 17th St. NW



X

EAST GRAND FORKS CIVIL DEFENSE FOOD SERVICES UNIT

PART

1

UNIT OVERVIEW

10-01 FLOOD MISSION The major responsibility of the Food Services Unit will be to work with the American Red Cross and Salvation Army in planning and coordinating the delivery of food services to all flood fight personnel. It is extremely important that sandwiches, soup, cold drinks, milk, and coffee be delivered in a planned and systematic manner 24-hours per day. The unit is responsible for staffing and operating the kitchen in the Flood Control Headquarters. The unit is also responsible for receiving, storing, and distributing donated food shipments. The unit would also assist the Red Cross and Salvation Army to plan and deliver food to mass shelters in the event of an evacuation.

10-02 STAFFING The Food Services Unit is not an existing unit of the city or community. Therefore, members of the unit are volunteers representing a cross section of all churches and wards located in the city.

10-03 LOCATION OF UNIT The unit will be located in the kitchen of the Flood Control Headquarters. The city and unit do not have the capability of delivering or transporting food. The Red Cross and Salvation Army have mobile vans.

10-04 RED CROSS/SALVATION ARMY/LIAISON The Red Cross and Salvation Army do an excellent job delivering food services to flood fighters. However, past experiences have shown that a third party consisting of persons knowledgeable about the community should be involved in planning and delivering food services; the Food Services Unit will fill this role and will reduce confusion, anxiety, and duplication of services during a flood emergency.

## PART

2

## EAST GRAND FORKS CIVIL DEFENSE FOOD SERVICES UNIT CHIEF, DEPUTIES, AND MEMBERS

<u>NAME</u>	<u>ADDRESS</u>	<u>BUSINESS PHONE</u>	<u>HOME PHONE</u>
1. Darlyne Enright, Chief	628 20th St. NW	773-9151	773-9228 or 773-2410
2. Pat Leonard, Deputy	615 13th St. NW	773-3494	773-0134
3. Anna Dahl	1116 3rd St. NW		773-9421
4. Leona Bakken	115 3rd St. NE	773-0768	773-0768
5. Mrs. Emmett Bubendorf	1008 1st St. NW	773-0986	773-0986
6. Glenna Holweger	409 James Ave. SE	773-2946	773-2946
7. Sylvia Schroeder	442 5th Ave. SE	773-1149	773-1768
8. Mardell Helm	504 2nd St. NW	773-1527	773-1527
9. Marion Vasek	618 4th Ave. NE	773-9151	773-2866
10. Betty Hecht	409 14th St. NW	773-0116	773-0116
11. Irene Forseide	906½ 3rd Ave. NE	773-1627	773-1627

PART

3

STANDARD OPERATING PROCEDURES OF EAST GRAND FORKS CIVIL DEFENSE FOOD SERVICES UNIT

3A Preflood Activities

- (1) Develop a directory of persons who could staff the Food Services Unit station at the Flood Control Headquarters (see Appendix X-1).
- (2) Develop a schedule for persons who could staff the Food Services Unit station at the Flood Control Headquarters (see Appendix X-2).
- (3) Establish liaison with the Red Cross and Salvation Army to coordinate East Grand Forks food service needs.
- (4) Jointly plan with the Shelter/Emergency Housing/Welfare Services Unit for possible food service needs in evacuations.
- (5) Plan and coordinate a system/program of delivering food services to all volunteers involved in flood fight activities by utilizing the services of the American Red Cross and Salvation Army.

3B Flood/Emergency Activities

- (1) Staff the Food Services Unit station in the Flood Control Headquarters.
- (2) Receive food service needs requests from Unit Chiefs through the Communications Unit. Coordinate joint planning between the Red Cross and Salvation Army to provide food to all volunteers on a systematic, scheduled basis.
- (3) Receive and distribute food from private citizens and organizations.
- (4) Maintain, operate, and manage the Flood Control Headquarters kitchen.
- (5) Keep records on Food Services Unit workers and food donated by individuals, organizations, and businesses.

- (6) Report food service coordination problems to the Civil Defense Director.
- (7) Monitor the quality of food services delivery by visiting with Unit Chiefs at A.V.T.I., dike construction, and dike patrol.
- (8) Maintain records on quantity of foodstuffs consumed.

3C Recovery/Postflood Activities

- (1) Continue food service coordination and the Flood Control Headquarters station until no longer needed.
- (2) Summarize records and logs.
- (3) Prepare a final report for the Civil Defense Director regarding problems encountered and recommendations for future flood fights.

# APPENDIX X-1

## DIRECTORY OF FOOD SERVICES UNIT PERSONNEL FOR STAFFING FLOOD CONTROL HEADQUARTERS

<u>NAME</u> *	<u>ADDRESS</u> *	<u>BUSINESS</u> <u>PHONE</u> *	<u>HOME</u> <u>PHONE</u> *
Marion Dahl	1117 3rd St. NW	773-1023	773-1023
Anna Dahl	1117 3rd St. NW	773-9421	773-9421
Florence Adair	513 12th St. NW	773-0049	773-0049
Lyla Kouba	500 5th Ave. SE	773-9613	773-9613
Mrs. Ed Anderson	609 1st Ave. NE	773-2578	773-2578
Mrs. Rolland Twite	521 3rd St. NW	773-2704	773-2704
Diane Halvorson	914 James Ave. SE	773-1425	773-1425
Darlyne Halvorson	628 20th St. NW	773-9151	773-9228
Debbie Moller	136 4th St. NW	773-0230	
Leona Bakken	115 3rd St. NE		773-0768
Mrs. Emmett Bubendorf	1008 1st St. NW		773-0986
Jean Cornell	1106 Darwin Dr. Grand Forks		772-1374

\* Update names and phone numbers prior to a flood emergency.

## FOOD SERVICES - KITCHEN

Year 19\_\_

DAY & DATE	8:00 am - Noon		Noon - 4:00 pm		4:00 pm - 8:00 pm		8:00 pm - Midnight			
	NAME	TEL.	NAME	TEL.	NAME	TEL.	NAME	TEL.	NAME	TEL.
SUNDAY										
MONDAY										
TUESDAY										
WEDNESDAY										
THURSDAY										
FRIDAY										
SATURDAY										

XI

EAST GRAND FORKS CIVIL DEFENSE SANDBAG PRODUCTION UNIT

PART

1

UNIT OVERVIEW

11-01 MISSION During the 1978 and 1979 floods, thousands of volunteers were required to fill sandbags and construct emergency sandbag dikes. It is hoped that it will be unnecessary to mobilize volunteer forces of this magnitude in the future. Given valid weather forecasts and river crest predictions, it should be possible to have enough lead time to utilize heavy equipment and construct clay dikes with trucks, scrapers and caterpillars.

11-02 LOCATION The Sandbag Production Unit will be located at the East Grand Forks Area Vocational Technical Institute. The unit command post for all A.V.T.I. production activities will be located in the steel-framed Truck Driving Shop located at the east side of the paved Truck Driving Rodeo. The rodeo area will be utilized for production purposes. All persons responding to radio appeals for volunteers will be instructed to report to the A.V.T.I. The A.V.T.I. will serve as the main staging area for all volunteer resources.

11-03 STAFFING This unit consists solely of volunteers. A corps of experienced A.V.T.I. teaching and administrative staff are available to serve as supervisors for major productions projects. Students and teachers from the A.V.T.I. and public and private schools would be available for emergency production activities requiring massive amounts of volunteer labor. The Director of the A.V.T.I. will be in charge of all activities at the A.V.T.I. He will assign duties and responsibilities.

11-04 EQUIPMENT AND RESOURCES Sand and sandbags will be placed in pre-selected areas on the paved A.V.T.I. rodeo. The shovels, wire ties, and

twisters will be delivered to the Truck Driving Shop and checked out and inventoried daily by unit personnel. Pallets, forklifts, Bobcats, front end loaders, and portable light plants will be delivered to the rodeo area and checked in by a unit staff person responsible for equipment inventory. In emergency situations, attempts will be made to register volunteers working at the A.V.T.I. if at all practical.

11-05 SAND Unit personnel will supervise the unloading of trucks hauling sand. The amount of sand in the rodeo area will be held to a maximum of 50 loads (500 cubic yards) because larger amounts hinder production. Excess sand will be stockpiled in the A.V.T.I. north parking lot, which could be used as a second production site if needed.

11-06 TRAFFIC Traffic routes will be set up for equipment coming into and leaving the area. Truck tractors pulling 40-foot flat bed trailers will be directed through the yard in an assembly line manner proceeding from west to east.

11-07 PRODUCTION Sandbags are filled by shovel, tied, and stacked on wood pallets. Each pallet will contain an average of 40 to 50 sandbags. The fully loaded sandbag pallets will be transported by forklift to a holding area. At the holding area forklift operators will load the truck trailers. Fully loaded trucks will line up in convoys on the street east of the rodeo area and await dispatching orders from the A.V.T.I. base station.

11-08 PALLETS Trucks returning with empty pallets will store the pallets in one location. Forklift operators will transport empty pallets to sandbag filling areas.

11-09 SAFETY The rodeo area will be extremely congested and busy during an emergency. The Unit Chief and Deputies will attempt to monitor unsafe actions and will use common sense in supervising volunteers and equipment operators.

11-10 EQUIPMENT MAINTENANCE AND SERVICE The Unit Chief will assign personnel to service and repair equipment. Major repairs on units requiring extensive service will be contracted to commercial shops and businesses. Routine servicing and repairs will be conducted in the A.V.T.I. shops by volunteer mechanics.

11-11 COMMUNICATIONS The A.V.T.I. will have a CB base station in the Truck Driving Shop. All orders regarding locations to which trucks should proceed will be received and distributed from the A.V.T.I. base station. The activity in and the large expanse of the A.V.T.I. rodeo require that persons serving as yard supervisors have mobile CB radios, which will operate on Channel 14. One person will be stationed at the rodeo entrance with a radio and one person will be stationed at the rodeo exit with other mobile radios in the yard. Radios from American Crystal Sugar Company may also be used.

11-12 BUSES As mentioned in 11-01, volunteers will always be instructed to report to the A.V.T.I. At the A.V.T.I., the volunteers will be directed to sandbag filling activities or be directed to buses for transportation to sandbag dike construction activities. The bus drivers will be dispatched and given orders through the A.V.T.I. CB base station.

11-13 YARD CLEAN-UP/CONTROL The sandbag filling area will need to be cleaned up periodically. Debris, torn bags, broken pallets, loose sand, and garbage can make it difficult for forklifts to operate. Small Bobcat loaders will be used to clean up the yard on a daily (or more frequent) basis if needed.

PART

2

EAST GRAND FORKS CIVIL DEFENSE SANDBAG PRODUCTION UNIT CHIEF, DEPUTIES, AND MEMBERS

	<u>NAME</u>	<u>ADDRESS</u>	<u>BUSINESS PHONE</u>	<u>HOME PHONE</u>
1.	Russell H. Beier, Chief	609 NW 13th St.	773-3441	773-1756
2.	Dale Neppel, Deputy	1431 5th Ave. NW	773-3441	773-1624
3.	Paul Hanson, Deputy	118 Mercury Dr.	773-3441	773-9487
4.	Jay Croy	616 SE 6th St.	773-3441	773-8368
5.	Rod Hagen	1615 6th Ave. NW	773-9674	773-2898
6.	Dick Bonlie	1834 River Rd. NW	773-3441	773-3249
7.	Bob Hjelle	1609 8th Ave. NW	773-3441	773-1641
8.	Chuck Troyer	19 Forrest Ct. NW	773-2447	773-1847
9.	Marvin Zimmerman	817 NW 19th St.	773-9711	773-0083
10.	Mark Bohn	1818 7th Ave. NW	773-9868	773-9868

PART

3

STANDARD OPERATING PROCEDURES OF EAST GRAND FORKS CIVIL DEFENSE SANDBAG PRODUCTION UNIT

3A Preflood Activities

- (1) Receive a flood outlook briefing from the Civil Defense Director and Engineering Unit to gain insight into the possible use and number of sandbags.
- (2) Contact the Street and Sewer System Unit to obtain inventory data on amounts and availability of sand, sandbags, wire ties, twisters, shovels, and pallets (see Appendix XI-1).
- (3) Develop an inventory of light plants, forklifts, loaders, and sky tracks which are available in immediate East Grand Forks area (see Appendix XI-2).
- (4) Review sources of volunteer manpower with Manpower/Resources Management Unit (see Appendix VII-1).
- (5) Coordinate preflood planning with the following units: Communications; Food Services; Emergency Medical Services, and Engineering.

3B Flood/Emergency Activities

- (1) Activate the unit when sandbags are needed. The quantity of sandbags to be produced will be determined by the Engineering Unit.
- (2) Supervise stockpiling of sand in the A.V.T.I. north and south parking lots.
- (3) Order and obtain the needed production equipment and materials, including sandbags, wire ties, twisters, shovels, pallets, forklifts, Bobcats, light plants, and front end loaders (see Appendix XI-1 and XI-2).

- (4) Inform the Flood Control Headquarters Unit of the number of volunteers needed in what time periods for scheduling purposes.
- (5) Assign station chiefs to A.V.T.I. control, production base, production stations, bus control, trucks, forklifts, Bobcats, clean-up, yard and traffic control, repair, equipment record keeping, and inventory (see Appendix XI-3).
- (6) Coordinate and schedule needs for services from the Food Services and Emergency Medical Services Units.
- (7) Schedule equipment operators and all production supervisory personnel.
- (8) Register volunteers and maintain records of equipment and volunteer labor usage (see Appendix XI-4).
- (9) Order portable toilet units and schedule yard clean-up crews.
- (10) Set up station for filling sandbag orders for private citizens received by the Flood Control Headquarters (see Appendix II-2).
- (11) Maintain an inventory of filled sandbags at the A.V.T.I. as requested by the Engineering Unit.
- (12) Have the exit station deputy maintain a log on the number of loaded trucks which leave the production area (see Appendix XI-5).
- (13) Lay out plan for production activities (see Appendix XI-6).

### 3C Recovery/Postflood Activities

- (1) Maintain inventory of flood fight materials, personnel, and equipment until flood emergency has passed.
- (2) Clean up sandbag production operation.
- (3) Assess damage to the A.V.T.I. facilities and property.

- (4) Make arrangements to have all equipment and materials returned to owners/businesses.
- (5) Summarize equipment records for the final report.
- (6) Prepare a final report for the Civil Defense Director regarding major problems encountered and recommendations for future flood fights.

APPENDIX XI-1

EAST GRAND FORKS CIVIL DEFENSE FLOOD FIGHT MATERIALS INVENTORY

Date: \_\_\_\_\_

<u>ITEM</u>	<u>QUANTITY</u>	<u>LOCATION</u>	<u>REMARKS/CONDITION, etc</u>
1. Sand			
2. Sandbags			
3. Wire Ties			
4. Twisters			
5. Shovels			
6. Pallets			
7. Raingear			
8. Portable Toilets			

# APPENDIX XI-2

## EAST GRAND FORKS CIVIL DEFENSE SOURCE LIST OF FORKLIFTS, LOADERS, LIGHT PLANTS, AND SKY TRACKS AVAILABLE IN EAST GRAND FORKS AREA

<u>NAME/COMPANY</u> <u>BUSINESS/FARM</u>	<u>ADDRESS</u>	<u>PHONE</u>	<u>DESCRIPTION</u> <u>SIZE</u>
1. Butler Machinery Co.	111 Gateway Dr.-G.F.	775-4238	Forklifts Earth Moving Equ
2. Midwest Industrial Equip. Co.	Hwy. 2 West-G.F.	772-4842	Forklifts Earth Moving Equ
3. Case Power & Equipment	Hwy. 81 North-G.F.	772-4889	Forklifts
4. Pillsbury Co.	2500 State Mill Rd.-G.F.	775-3154	Forklifts
5. Grand Forks Air Force Base		594-6011	Light Plant
6. Hetterite Colony	Forest River, N.D.		Light Plant Forklifts
7. American Crystal Sugar Co.	Bus. Hwy. 2 East-EGF	773-1131	Light Plant Forklifts
8. Ryan Potato Co.	Hwy. 2 East-EGF	773-1155	Forklifts Bobcats
9. King of Potatoes, Inc.	Bus. Hwy. 2 East-EGF	773-9761	Forklifts Bobcats
10. Forx Rent-All	1003 S. Washington-G.F.	772-7259	Forklifts Light Plant
11. Taylor Rental Center	2205 S. Washington-G.F.	775-6202	Forklifts Light Plant

# APPENDIX XI-3

## EAST GRAND FORKS CIVIL DEFENSE SANDBAG PRODUCTION STATION ASSIGNMENTS

<u>STATION</u>	<u>PHONE</u>	<u>DUTIES/RESPONSIBILITIES</u>
1. <u>Control</u>		Directing the overall management of production activities.
Chief, Russ Beier	B. 773-3441 H. 773-1756	
Deputy, Dale Neppel	B. 773-3441 H. 773-1624	
2. <u>Yard Control</u>		Supervising personnel involved in production activities in yard; also responsible for inventorying equipment and resources.
Jay Croy	B. 773-3441 H. 773-8368	
Paul Hanson	B. 773-3441 H. 773-9487	
3. <u>Yard Radio Communications</u>		Controlling traffic coming into the production area. Duties include spotting trucks, parking, releasing trucks, placing sand-bag fillers, dispatching buses.
Paul Hanson	B. 773-3441 H. 773-9487	
Rod Hagen	B. 773-9674 H. 773-2898	
4. <u>Runners/Gophers</u>		Running errands for yard radio communications persons; delivering messages.
Bob Foster	B. 773-9461 H. 773-9500	
Dick Bonlie	B. 773-3441 H. 773-3249	
5. <u>Station 1 (Entrance Gate)</u>		Spotting incoming trucks for loading or unloading; maintaining radio contact with yard radio communications.
Marv Zimmerman	B. 773-9711 H. 773-0083	
Galen Cariveau	B. 773-3441 H. 773-3676	
Warren Miller	B. 773-0009 H. 773-0009	

<u>STATION</u>	<u>PHONE</u>	<u>DUTIES/RESPONSIBILITIES</u>
Bob Hjelle	B. 773-8408 H. 773-1641	
Chuck Troyer	B. 773-2447 H. 773-1847	
6. <u>Station 2 (Exit Gate)</u>		Releasing all loads, giving instructions to the mobile CB escort, and forming convoys.
Craig Lewis	B. 773-3441 H. 775-8866	
John Roche	B. 773-3494 H. 773-0187	
Dave Goldenstein	B. 773-3441 H. 891-2281	
Paul Bry	B. 773-3441 H. 775-7932	
John Steinke	B. 773-3441 H. 772-4567	
7. <u>Station 3 (North Lot)</u>		Stockpiling raw sand and filling dump trucks with bulk sand.
Doug Eisenzimmer	B. 772-3104 H. 772-0237	
Russ Dahlin	B. H.	
8. <u>Bus Control</u>		Filling buses with volunteers and transporting persons to work sites.
Bob Torgerson	B. 773-2405 H. 773-1891	
Truman Torgerson	B. 773-3441 H. 772-1053	
Don Nudell	B. 773-0908 H. 773-1637	
Phil Jefferey	B. 773-1149 H. 773-3508	
9. <u>Trucks</u>		Managing and scheduling trucks and drivers, arranging for fuel, repairs, and maintenance.
Jay Croy	B. 773-3441 H. 773-8368	
Ray Brown (Driver Assignments)	B. 773-3441 H. 773-9316	

<u>STATION</u>	<u>PHONE</u>	<u>DUTIES/RESPONSIBILITIES</u>
10. <u>Forklifts</u>		Managing forklifts, including repairs, fuel, and scheduling operators and duties.
Jay Croy	B. 773-3441 H. 773-8368	
Ray Brown	B. 773-3441 H. 773-9316	
11. <u>Bobcats</u>		Pushing loose sand, broken bags, pallets, and/or miscellaneous debris to dump areas.
Gary Zorn	B. H.	
Mark Bohn	B. 773-3441 H. 773-9868	
12. <u>Yard Traffic Control</u>		Assisting semis to load and move through the yard production area.
Joe Grenier	B. 773-3441 H. 773-2600	
Mark Bohn	B. 773-3441 H. 773-9868	
Kenton Harmon	B. 773-3441 H. 773-2637	
13. <u>Maintenance Repair</u>		Repairing and maintaining yard equipment; trouble shooting problems; handling generators and pumps.
Don Gallagher	B. 773-3441 H. 746-6637	
Jesse Adkins	B. 773-3441 H.	
Denny Wierma	B. 773-3441 H. 746-6503	
Craig Lanning	B. 773-3441 H. 773-9443	

APPENDIX XI-4

EAST GRAND FORKS CIVIL DEFENSE DAILY LOG FOR EQUIPMENT AND OPERATORS

<u>DATE</u>	<u>HOURS WORKED</u>	<u>EQUIPMENT</u>	<u>SERIAL NO.</u>	<u>OPERATOR</u>	<u>RECORDED BY</u>
-------------	-------------------------	------------------	-------------------	-----------------	--------------------

## LOG OF LOADED TRUCK EXITS

11 - 14

[illegible]

TRAFFIC  
CONTROLLER

AD-A110 362

CORPS OF ENGINEERS ST PAUL MN ST PAUL DISTRICT F/6 13/2  
GRAND FORKS - EAST GRAND FORKS URBAN WATER RESOURCES STUDY, EAS--ETC(U)  
JUL 81

F/6 13/2

EAS--ETC(U)

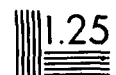
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10562

END  
DATE  
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03-82  
DTIC


$$N_{\text{max}} = N_{\text{min}} + \frac{N_{\text{max}} - N_{\text{min}}}{\log_{10} \left( \frac{N_{\text{max}} - N_{\text{min}}}{N_{\text{max}} - N_{\text{min}} + 1} \right)}$$

XII

EAST GRAND FORKS CIVIL DEFENSE SANDBAG DISTRIBUTION AND TRANSPORTATION UNIT

PART

1

UNIT OVERVIEW

12-01 MISSION The activities of this unit overlap those of the Sandbag Production Unit. The major responsibility of the Sandbag Distribution and Transportation Unit's Chief and Deputies is to plan and coordinate the movement of men, equipment, and materials to, from, and between construction sites.

12-02 LOCATION The Sandbag Distribution and Transportation Unit will be headquartered and stationed at the A.V.T.I. Truck Driving Shop. All trucks and equipment will be delivered and dispatched by this unit from the A.V.T.I.

12-03 STAFFING The unit consists solely of volunteers. The Unit Chief and Deputies will be city residents who are familiar with the city. The unit must have truck drivers and equipment operators available 24 hours per day. A.V.T.I. students enrolled in the truck driving training and mechanics programs have served effectively in this capacity in the past.

12-04 LIAISON WITH OTHER GROUPS The unit will work closely with the Sandbag Production Unit and develop, implement, and coordinate plans and activities with the Communications Unit, East Grand Forks Police Department, and Minnesota National Guard. The Police Department will develop traffic routes and set up traffic control points to facilitate the movement of trucks and buses.

12-05 RESPONSIBILITIES The unit is responsible for moving loaded sandbag trucks, sky tracks, and buses with volunteers to sandbag dike construction sites. The unit must also plan and implement a system to return empty pallets to the A.V.T.I. sandbag production area. A plan for servicing and maintaining all equipment must also be developed. The unit should keep records on all equipment used during the flood emergency.

12-06 BUSES All volunteers will be instructed to report to the A.V.T.I. for assignments. When volunteers are needed for constructing sandbag dikes, they will be directed to buses and transported to the construction site. Bus drivers will be dispatched by the A.V.T.I. CB base station.

PART

2

EAST GRAND FORKS CIVIL DEFENSE SANDBAG DISTRIBUTION AND TRANSPORTATION

UNIT CHIEF, DEPUTIES, AND MEMBERS

	<u>NAME</u>	<u>ADDRESS</u>	<u>BUSINESS PHONE</u>	<u>HOME PHONE</u>
1.	Jay Croy, Chief	616 SE 6th	773-3441	773-8368
2.	Ray Brown, Deputy	1117 NW 17th	773-3441	773-9316
3.	Paul Driscoll	711 NW 20th	773-0540	773-0540
4.	Bob Torgerson	RR1	773-2405	773-1891
5.	Truman Torgerson	1610 8th Ave. N	773-3441	772-1053
6.	Larry Selk	1423 5th Ave. NW	773-2405	773-1738
7.	John Roche	1024 NW 18th	773-2405	773-0187
8.	Frank Hoffert	606 NW 15th	773-3486	773-1208

PART

3

STANDARD OPERATING PROCEDURES OF EAST GRAND FORKS CIVIL DEFENSE SANDBAG

DISTRIBUTION AND TRANSPORTATION UNIT

3A Preflood Activities

- (1) Develop an inventory of tractor-flat bed trailers, straight flat bed stake trucks, dump trucks, trailers, and tractor-low boy trailer units for hauling sandbags and heavy equipment (see Appendix XII-1).
- (2) Develop an inventory of high-speed mobile forklifts and sky tracks for unloading trucks and spotting sandbag pallets (see Appendix XII-1).
- (3) Develop directory of persons to serve as escorts for trucks hauling sandbags in coordination with the Communications Unit (see Appendix XII-2).
- (4) Coordinate communications needs with the Communication Unit.
- (5) Develop distribution plans and traffic routes with the Engineering Unit and Police Department.
- (6) Develop a directory of persons who are qualified and licensed to drive school buses and commercial passenger buses (see Appendix XII-3).
- (7) Identify source and number of public buses available from the East Grand Forks School District (see Appendix XII-4).

3B Flood/Emergency Activities

- (1) Activate distribution plan; acquire trucks, tractor-trailers, forklifts, and sky tracks.
- (2) Load trucks with pallets and provide escorts for guiding trucks to work sites.
- (3) Utilize flat bed trucks to return empty pallets to the A.V.T.I. production site on a regular schedule.

- (4) Coordinate unloading of trailers with the Sandbag Dike Construction Unit supervisor.
- (5) Coordinate routing of trucks and traffic control with the Police Department and National Guard.
- (6) Fuel, service, and repair trucks, forklifts, and sky tracks on a regular schedule.
- (7) Make arrangements to have forklifts accompany trucks to the construction work sites.
- (8) Schedule truck and bus drivers and equipment operators for 24-hour/day coverage.
- (9) Maintain drivers' daily logs and records on the total number of loads delivered to specific areas.
- (10) Schedule school buses to transport volunteers to sandbag construction sites.
- (11) Maintain communications systems in school buses and coordinate all bus convoys with the Communications Unit and Police Department.
- (12) Have a schedule for bus drivers to provide emergency transportation during an evacuation.

### 3C Recovery/Postflood Activities

- (1) Return trucks, forklifts, sky tracks, and trailers to owners.
- (2) Summarize and total logs and records.
- (3) Pick up and return pallets to owners or the Water Treatment Plant.
- (4) Service and repair all units used during the flood fight, especially equipment which has been operated in water.
- (5) Prepare a final report for the Civil Defense Director regarding major problems encountered and recommendations for future flood fights.

APPENDIX XII-1

EAST GRAND FORKS CIVIL DEFENSE SOURCE LIST OF FORKLIFTS, TRACTOR-TRAILERS  
AND TRUCKS FOR HAULING SANDBAGS AND FLOOD FIGHT EQUIPMENT

NAME/COMPANY BUSINESS/FARM	ADDRESS	BUSINESS PHONE	DESCRIPTION & # OF TRUCKS
1. East Grand Forks AVTI	Hwy. 220 North East Grand Forks	773-3441	12 Tractors & 3 Trucks
2. American Crystal Sugar Company	Business Hwy. 2 East Grand Forks	773-1131	
3. E.W. Wiley			Tractors & Trailers
4. Concrete, Inc.	5000 DeMers Ave. Grand Forks, N.D.	772-6687	Tractor & Trailer
5. Forest River Colony			Tractor & Lowboy
6. USAF	G.F.A.F.B.		Tractors & Trailers
7. Jerold Rude	419 Greenwood Dr. SE East Grand Forks		Tractor & Lowboy
8. Doug Eisenzimmer Eisenzimmer Const.	720 S. 48th Grand Forks, N.D.	772-3104	Truck & Trailers
9. Paul Driscoll			Tractor & Trailer
10. Central Valley Dist.	East Grand Forks	773-3717	Tractor & Trailer
11. Home of Economy	Hwy. 81 N Grand Forks, N.D.	772-6611	
12. Gorman Johnson			Tractors & Trailers
13. Nodak Contracting	Red Dot Place Grand Forks, N.D.	775-4205	Trailers
14. Kay Farms			Tractors & Trailers

NOTE: The Unit Chief will complete and update the source list just prior to declaration of flood emergency.

## APPENDIX XII-2

## EAST GRAND FORKS CIVIL DEFENSE DIRECTORY OF TRUCK ESCORT PERSONNEL

UNIT NO.	NAME	ADDRESS	BUSINESS PHONE	HOME PHONE
1	Verdie Pederson	309 James Ave. SE	775-0595	773-1816
2	Dick Riel	719 NW 3rd		773-3208
3	Dale Bolstad	915 NW 20th		773-3231
4	Ray Johnson	506 4th Ave. NE		773-0676
5	Dale Monson		773-2403	773-7300
6	Sue Lenzen	35 Garden Ct. NW		773-9464

# APPENDIX XII-3

## EAST GRAND FORKS CIVIL DEFENSE DIRECTORY OF QUALIFIED BUS DRIVERS

### FOR EMERGENCY TRANSPORTATION

NAME *	ADDRESS *	BUSINESS * PHONE	HOME * PHONE
1. Truman Torgerson	1610 8th Ave. N	773-3441	772-1053
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

\* To be completed at time of flood emergency.

APPENDIX XII-4

EAST GRAND FORKS CIVIL DEFENSE SOURCES OF PUBLIC AND PRIVATE PASSENGER  
BUSES FOR EMERGENCY TRANSPORTATION

ORGANIZATION SOURCE	CONTACT PERSONS	NO. OF BUSES	BUSINESS PHONE	HOME PHONE
1. E.G.F., Ind. Sch. Dist. 595	Dr. Jim Noonan Mr. John Roche		773-0714 773-3494	773-2592 773-0187

### XIII

## EAST GRAND FORKS CIVIL DEFENSE SANDBAG DIKE CONSTRUCTION UNIT

### PART

#### I

### UNIT OVERVIEW

13-01 LOCATION The Sandbag Dike Construction Unit does not have a permanent station. The Unit Chief, Deputies, and/or designated staff person is in constant contact with the Engineering Unit. During the flood fight, the Unit Chief and Deputies could be coordinating construction activities at several locations.

13-02 STAFFING This unit is composed of volunteers. The core of the Sandbag Dike Construction Unit will be thirty personnel as crew supervisors. The crew supervisors will be given practical instruction in sandbag diking by the Engineering Unit. This instruction will take place in the National Weather Service predicts a river level of 10 feet or more. The thirty supervisors will be selected and trained prior to the opening of the Flood Control Headquarters.

13-03 DUTIES OF SUPERVISORS Many volunteers for sandbag dike construction are inexperienced. The crew supervisors must be capable of organizing volunteers into efficient teams at the construction site. The crew supervisors must instruct the volunteers on how to properly place polyethylene and lay sandbags. The crew supervisors must also instruct truck drivers and equipment operators where to unload the trucks and the sandbag pallets. When possible crew supervisors should direct the movement of sandbags from the street to the dike; in many cases, however, they will have to organize volunteers into "chains" to move the sandbags hand from the pallet to the dike. The Unit Chief and crew

supervisors should also make sure that the Food Service Unit has proper information and instructions for providing coffee, sandwiches, and refreshments.

## PART

2

## EAST GRAND FORKS CIVIL DEFENSE SANDBAG DIKE CONSTRUCTION

## UNIT CHIEF, DEPUTIES, AND MEMBERS

	<u>NAME</u>	<u>ADDRESS</u>	<u>BUSINESS PHONE</u>	<u>HOME PHONE</u>
1.	John Tack, Chief	7 NE 3rd	772-9471	773-1486
.	Al LaFave, Deputy	2 NE 1st St.	772-7208	773-1204
3.	Henry Tweten	13 Wylie Ct. NW	773-3661	773-2990
4.	Verdi Pederson	309 James Ave. SE	775-5565	773-1816
5.	Tom Budge	1216 NW 20th	773-2405	773-2658
6.	Gary Berg	1503 4th Ave. NW	773-3441	773-9555
7.	Curt Hukee	1721 10th Ave. NW	773-1141	773-1701
8.	Bob Thompson	1615 7th Ave. NW	773-1141	773-1765
.	Allen Aud	821 NW 2nd	<del>777</del> -2831	773-9563
.	Glen Trembath	29 Garden Ct.	773-1141	773-3256

PART

3

STANDARD OPERATING PROCEDURES OF EAST GRAND FORKS

CIVIL DEFENSE SANDBAG DIKE CONSTRUCTION UNIT

3A Preflood Activities

- (1) Identify thirty persons who could serve as crew supervisors; develop a directory of crew supervisors (see Appendix XIII-1).
- (2) Conduct a sandbag construction course for these thirty crew supervisors to be taught by the Engineering Unit using instructional materials from the Corps of Engineers and other agencies (see Appendixes XIII-2 and 3).
- (3) Offer an Adult Education Short Course on sandbag construction techniques for private citizens using assistance and materials from the Corps of Engineers and other agencies (see Appendixes XIII-2 and 3).
- (4) The Civil Defense Director and Engineering Unit will brief crew supervisors on the flood outlook and potential need for sandbag dike construction.
- (5) Acquire identification/markers for crew supervisors.

3B Flood/Emergency Activities

- (1) Activate the thirty crew supervisors and have them direct all sandbag construction projects on a 24-hour/day basis.
- (2) Crew supervisors should set up a system to supervise and coordinate unloading sandbag delivery trucks and to identify spots for stockpiling the sandbags on pallets.
- (3) Direct equipment operators hauling sandbags from stockpiled spots to the construction site on the dike.

- (4) When conditions do not permit the use of Bobcats, forklifts, or tracked/wheeled loaders, form volunteers into chains to move sandbags to where they are to be laid.
- (5) Organize volunteer crews into functioning teams at the construction site and instruct them how to place the polyethylene and sandbags.
- (6) Supervise and constantly monitor volunteers laying sandbags.
- (7) Order installation of lighting from the Electricity and Water Distribution Unit for night activities.
- (8) Communicate and coordinate all requests for food, coffee, and services with the Food Services Unit.
- (9) Coordinate and make all requests for medical services with the Emergency Medical Services Unit.
- (10) Brief the Civil Defense Director and prepare requested situation reports.
- (11) Communicate with the Engineering Unit on problems related to construction activities.

### 3C Recovery/Postflood Activities

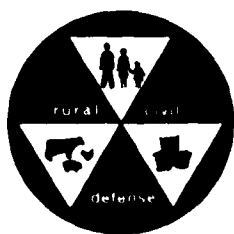
- (1) Continue activities as assigned by the Engineering Unit until all needs for sandbag construction, maintenance, reinforcement, and/or repairs are no longer needed.
- (2) Prepare a final report for the Civil Defense Director regarding major problems encountered and recommendations for future flood fights.

APPENDIX XIII-1

EAST GRAND FORKS CIVIL DEFENSE DIRECTORY OF SANDBAG CONSTRUCTION CREW SUPERVISORS

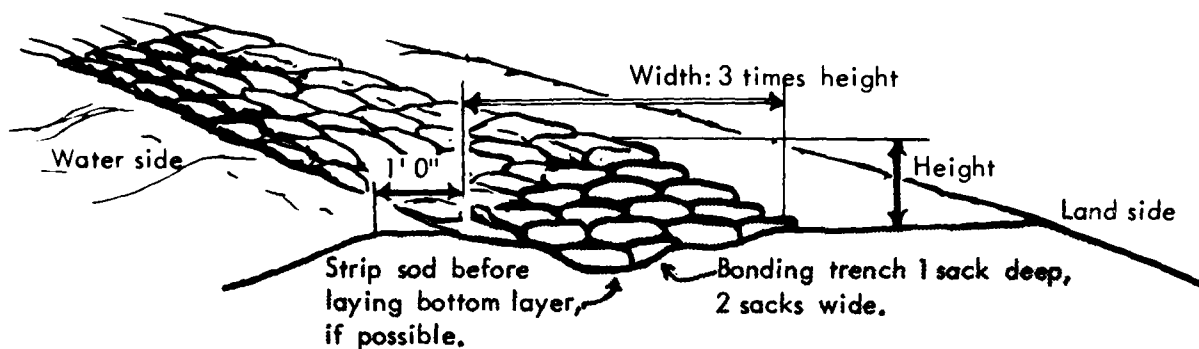
<u>NAME</u>	<u>ADDRESS</u>	<u>BUSINESS PHONE</u>	<u>HOME PHONE</u>
John Tack	7 NE 3rd	772-9471	773-1486
Billy Schroeder	921 16th Ave. SE	772-9471	773-0678
Milo Hearn	1033 James Ave. SE	773-3441	773-2532
Lee Hearn	906 16th Ave. SE	773-3466	773-1705
Duane Preston	1006 James Ave. SE	773-2473	773-1417
Allen Rud	821 NW 2nd	777-2831	773-9563
Wayne Bramer	5 Garden Ct. NW	772-9471	773-2698
Dan Tack	424 3rd Ave. SE	780-5711	773-0387
Bill Niswanger	311 Mero Ct. SE	773-1104	773-0614
James Rackl	1518 7th Ave. NW	USAF	773-8603
Dave Lambrix	213 Central Ave. NE	773-1104	773-8151
John Briedenbach	539 7th Ave. SE	775-5359	773-2593
Al Bakken	115 NE 3rd	772-9471	773-0768
Bruce Bakken	2316 Chestnut	775-3154	746-6520
Gary Berg	1503 4th Ave. NW	773-3441	773-9555
Ron Thompson	1615 7th Ave. NW	773-1141	773-1765
Glen Trembath	29 Garden Ct.	773-1141	773-3250
Dale Monson	1114 NW 17th	773-1104	773-7300
Marvin Frost	15 NE 2nd	773-9725	773-1775
Kenneth Driscoll	1722 10th Ave. NW		773-1688
Curtiss Hukee	1721 10th Ave. NW	773-1141	773-1701
Tom Budge	1216 NW 20th	773-2405	773-2658

<u>NAME</u>	<u>ADDRESS</u>	<u>BUSINESS PHONE</u>	<u>HOME PHONE</u>
John Voiss	10 NW 1st	775-3154	773-0637
Ron Olson	RR2		773-1537
Henry Tweter	13 Wylie C. NW	773-3661	773-2990
Verdie Pederson	309 James Ave. SE	775-5565	773-1816



## APPENDIX XIII-2

## Laying Sandbags for Flood Control



## METHOD OF LAPPING SACKS



## Note:

1. Fill sacks approximately 1/2 full of clay, silt, or sand. Do not tie.
2. Alternate direction of sacks with bottom layer lengthwise of dike. Lap unfilled portion under next sack.
3. Tamp thoroughly in place.
4. Build dike 3 times as wide as intended height.

BAGS REQUIRED FOR 100 LINEAR FEET OF DIKE	
Height above dike	Bags required
1 foot	800
2 feet	2,000
3 feet	3,400

Adapted from Emergency Flood Control Activities, Recommended Method for Sack Topping, U. S. Army Corps of Engineers, Office of the District Engineer, St. Paul.



## Using Plastic and Dikes to Prevent Minor Surface Flooding

When heavy snow accumulations melt, standing water is often slow to drain off and can flood basements and damage yards, wells, feed supplies, machinery, and other property. Problems are more apt to occur where home lawns and farmsteads lack adequate landscaping or the area surface drainage is poor or blocked by malfunctioning drainage systems and ice dams.

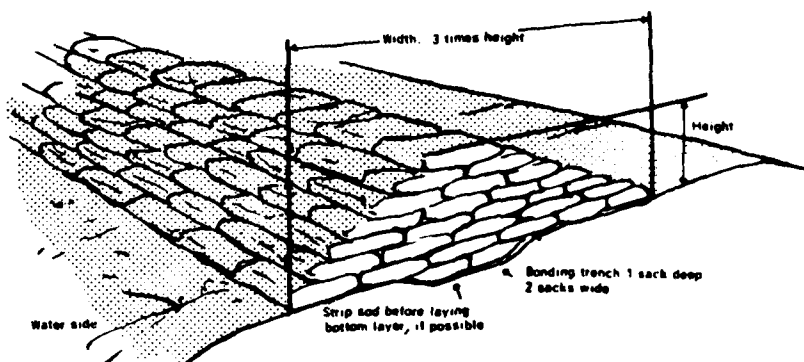
The following method of constructing 1 to 3 feet high, temporary sandbag or earth dikes offers buildings protection from shallow (less than 3 feet of water) flooding.

First, select the site for the dike, making the best use of natural land features to keep it as short in length and

low in height as possible. Avoid trees and other obstructions which would cause difficulty in building a sound structure. The idea, of course, is to trap or divert the water before it has a chance to advance toward buildings. The dike should not be built against the wall of basements; there should be room (8 feet is ideal) to maneuver between the dike and buildings.

Remove all ice and snow (down to the bare ground if possible) from a strip of land about 8 feet wide.

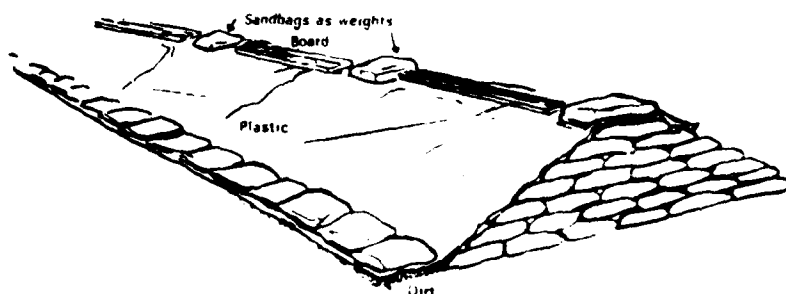
Then build a sandbag or earth dike referring to the following diagramed instructions. The bonding trench, pictured, may be omitted on lawns.



To seal the finished dike and to increase its watertightness, spread a layer of earth or sand 1 inch deep and about 1 foot wide along the bottom of the dike on the water side. Lay polyethylene plastic sheeting so that the bottom edge extends 1 foot beyond the bottom edge of the dike over the loose dirt and the upper edge extends over the top of the dike. (This plastic should be about 6 mils thick. It comes in rolls 100 feet long and 8 or 10 feet wide.)

Lay the plastic down very loosely so that the pressure of the water will cause the plastic to conform, easily, with the sandbag surface; otherwise the plastic may puncture.

Place a row of tightly fitting sandbags on the bottom edge of the plastic to form a watertight seal on the ground at the bottom (waterside of the dike).



XIV

LAW ENFORCEMENT AND TRAFFIC CONTROL UNIT

PART

1

UNIT OVERVIEW

14-01 FLOOD MISSION The East Grand Forks Police Department has a force of 19 full-time officers. The major responsibility of this unit is to maintain law and order. During a flood emergency their responsibilities are broadened to include traffic control, coordination of warnings, assistance in emergency evacuations, assistance in search and rescue operations, providing security to evacuated homes, and protecting flood fight equipment.

14-02 LIAISON WITH MINNESOTA NATIONAL GUARD The magnitude of this task during a flood emergency is beyond the capabilities and resources of the Police Department. Therefore, during a major flood emergency, the Minnesota National Guard assists by providing additional personnel and equipment. The National Guard Commander receives his instructions and missions from the Chief of Police. The National Guard provides major assistance by setting up traffic control points and patrolling and securing evacuated areas. The Police Department is also assisted in their duties by the Minnesota Highway Patrol and Polk County Sheriffs Department.

14-03 LOCATION OF UNIT This unit's office is located directly above the Flood Control Headquarters. The National Guard also maintains communication personnel in the Police Headquarters and the Flood Control Headquarters.

PART

2

LAW ENFORCEMENT AND TRAFFIC CONTROL UNIT CHIEF, DEPUTIES, AND MEMBERS

<u>NAME</u>	<u>ADDRESS</u>	<u>BUSINESS PHONE</u>	<u>HOME PHONE</u>
1. Dick Wald, Chief	533 5th Ave. SE	773-1104	773-1450
2. Kermit Sundin, Deputy	1507 10th Ave. N	Unlisted	773-6274
3. Louis Murray	445 River Dr. SE	773-3644	773-0528
4. Dan Formato	802 NW 2nd	773-2403	773-9484
5. Ed Osowski	306 Mero Ct. SE	773-1313	773-2382
6. Jerry Neppel	1615 River Rd. NW	773-1163	773-0292
7. Arne Kreun	546 5th Ave. SE	773-1104	773-9193
8. Russell Wollin	1109 NW 20th St.	773-1104	773-0056

PART

3

STANDARD OPERATING PROCEDURES OF LAW ENFORCEMENT AND TRAFFIC CONTROL UNIT

3A Preflood Activities

- (1) Identify and review traffic control plans.
- (2) Brief all officers (see Appendix XIV-1) on the potential flood problems and situations.
- (3) Check availability of vehicles, communications and other equipment and personnel.
- (4) Establish communications and procedures with the Emergency Medical Services Unit to provide medical and ambulance services.
- (5) Contact and brief other law enforcement agencies (County Sheriff, Highway Patrol, etc.) on assistance and support which may be needed.
- (6) Develop plans for traffic and crowd control during emergency flood fight activities.
- (7) Jointly develop evacuation plans with the Fire Department (see Appendix XVII-1).

3B Flood/Emergency Activities

- (1) In the event of a dike failure or other emergency, activate the Warning Signal to alert the public to evacuate and take life saving actions.
- (2) Plan all missions and coordinate all National Guard activities during the flood emergency.
- (3) Provide traffic and crowd control wherever needed, establish "No Parking" areas, and monitor need for changing speed limits.

- (4) Direct traffic during emergency evacuations.
- (5) Establish check points and provide security patrols for evacuated areas.
- (6) Assist the Fire Department in search and rescue activities.
- (7) Maintain records on vacated homes and buildings.
- (8) Report potential hazards and problems to the Civil Defense Director.
- (9) Prepare daily situation reports for the Civil Defense Director.
- (10) Coordinate activities of other law enforcement agencies supplementing the East Grand Forks Police Department (County Sheriff, Highway Patrol).
- (11) Maintain law and order.
- (12) Issue travel permits or passes to persons who need to drive or walk into secured and/or evacuated areas (see Appendix XIV-2).
- (13) Prepare news releases for the Public Information Officer on the management of restricted/evacuated areas.
- (14) Coordinate all bridge closings connecting the cities of East Grand Forks and Grand Forks with the Grand Forks Police Department.
- (15) Continually revise and update the role of Police Department activities during the flood (see Appendix XIV-3).

### 3C Recovery/Postflood Activities

- (1) Block off, secure, and control traffic in disaster/evacuated areas.
- (2) Advise the Civil Defense Director on schedules for releasing supplementary manpower furnished by the National Guard, Highway Patrol, County Sheriff, etc.
- (3) Maintain law and order.
- (4) Prepare a final report for the Civil Defense Director regarding problems encountered and recommendations for future flood fights.

# APPENDIX XIV-1

## EAST GRAND FORKS CIVIL DEFENSE ROSTER OF EAST GRAND FORKS POLICE OFFICERS

NAME	ADDRESS	BUSINESS PHONE	HOME PHONE
1. Richard Blazek	1123 19th St. NW	773-1104	773-2840
2. Cal Breckman	908 17th St. NW	773-1104	773-9645
3. Gary Cariveau	801 4th St. NW	773-1104	Unlisted
4. Gary Deitz	1018 12th St. SE	773-1104	Unlisted
5. Curt Ellingson	905 18th St. NW	773-1104	773-1957
6. Odney Ellingson	513 2nd St. NW	773-1104	773-1651
7. Robert Elmers	9 Folsom Ct. SE	773-1104	773-1805
8. James Grabanski	1117 19th St. NW	773-1104	773-9527
9. Don Hodge	309 7th St. NW	773-1104	773-0712
10. Michael Lealos	2121 5th Ave. NW	773-1104	773-8173
11. Don Lovcik	910 3rd Ave. NE	773-1104	773-0026
12. Mary McDanal (Sec.)	7 2nd St. NE	773-1104	773-9280
13. James Milne	610 1st St. NW	773-1104	773-9328
14. Ray Nelson	443 Greenwood Dr. SE	773-1104	Unlisted
15. Francis Rapacz	1428 5th Ave. NW	773-1104	773-1362
16. Vern Rasmussen	907 1st St. NW	773-1104	773-9744
17. Fred Spencer	705 3rd Ave. NE	773-1104	773-9417
18. Sherman Stallmo	1301 4th Ave. NW	773-1104	773-0206
19. Kermit Sundin	1305 20th St. NW	773-1104	Unlisted
20. Richard Wald, Chief	533 5th Ave. SE	773-1104	773-1450

APPENDIX XIV-2

EAST GRAND FORKS EMERGENCY PASS

VALID FROM \_\_\_\_\_ TO \_\_\_\_\_

*Authorized Vehicle*

**FLOOD AREA 19** \_\_\_\_\_

City of East Grand Forks, Minnesota

\_\_\_\_\_  
CHIEF OF POLICE

## APPENDIX XIV-3

### EAST GRAND FORKS POLICE ROLE IN FLOOD PLAN

The primary function of the Police Department is to provide traffic control and security for evacuated areas. In order to accomplish this goal, it is necessary for the Police Department to utilize 12-hour shifts.

#### I. Traffic Control

- A. Establish traffic control points.
- B. Establish primary and secondary routes for the transportation of material.
- C. If necessary, the Police Department will provide escorts for sandbag truck convoys.
- D. Establish communications between the convoy dispatch center and the Police Department so that ample notice can be given for traffic direction or an escort.
- E. Establish communications between the Police Department and the Flood Control Headquarters.

#### II. Area Security

- A. Cordon off areas where partial or total evacuation occurs or where material for the flood fight is being transported; limit access to residents.
- B. Color-coded passes will be issued to residents of these areas. The issuance of these passes will be limited to Police Department personnel.
- C. If National Guard troops are utilized, they will be used to cordon off these areas.

#### III. National Guard

- A. The National Guard troops will cordon off areas and maintain selected traffic control points. The National Guard will assist in the maintenance of these points are to be maintained.

- B. The National Guard will maintain motorized roving patrols to monitor the dike areas.
- C. The communications center for the patrols and checkpoints will be established in the Police Department.
- D. Telephone communications must be established between the Police Department and the National Guard Headquarters.

#### IV. Emergency Evacuation Procedure

When an area must be evacuated, Police Department squad cars will be assigned specific streets in the area, first running down each street with sirens on, then covering the same route using their public address systems to notify residents to evacuate the area.

XV

EAST GRAND FORKS CIVIL DEFENSE FIRE PROTECTION UNIT

PART

1

UNIT OVERVIEW

15-01 FLOOD MISSION The East Grand Forks Fire Department is the basis for this unit. During a flood emergency, the Fire Department must assume major additional responsibilities for evacuation and search and rescue. The main duty of the Fire Protection Unit is to protect lives and property. During a flood emergency, the unit would discontinue all noncritical tasks such as fire education, building inspections, etc. The unit would position men and equipment and try to anticipate problems caused by closed streets, roads, and bridges. Unit members may be called on to perform technical and special assignments related to problems encountered by the Sandbag Dike Construction Unit, Street and Sewer System Unit, or Electricity and Water Distribution Unit. The Fire Protection Unit is also responsible for coordinating all activities of the U.S. Coast Guard.

15-02 LIAISON WITH OTHER UNITS The East Grand Forks Fire Department has a mutual aid agreement with the Grand Forks and Crookston Fire Departments. In extreme emergencies, the Fire Department could request assistance from the other departments.

15-03 LOCATION OF UNIT The Fire Protection Unit will not have a station in the Flood Control Headquarters. However, the Fire Chief will be available by radio and, frequently, will be at the Flood Control Headquarters to maintain a liaison with the U.S. Coast Guard Station Commander.

PART

2

EAST GRAND FORKS CIVIL DEFENSE FIRE PROTECTION UNIT CHIEF, DEPUTIES, AND MEMBERS

	<u>NAME</u>	<u>ADDRESS</u>	<u>BUSINESS PHONE</u>	<u>HOME PHONE</u>
1.	Dan Formato, Chief	802 NW 2nd	773-2403	773-9484
2.	John Newland, Deputy	822 NW 18th	773-2403	773-2538
3.	Marvin Anderson	910 SE 6th	773-2403	773-9159
4.	Charles Vind	441 3rd Ave. SE	773-2403	773-9571
5.	Dick Wald	533 5th Ave. SE	773-1104	773-1450

PART

3

STANDARD OPERATING PROCEDURES OF EAST GRAND FORKS CIVIL DEFENSE FIRE PROTECTION UNIT

3A Preflood Activities

- (1) Brief all personnel on flood outlook and situation.
- (2) Inventory and test all equipment.
- (3) Review manpower lists and plan schedules (see Appendix XV-1).
- (4) Communicate possible needs to other area mutual aid fire departments.

3B Flood/Emergency Activities

- (1) Position mobile fire equipment and personnel to obtain maximum coverage.
- (2) Coordinate with the Police Department to control traffic during fire fighting operations.
- (3) Coordinate with the Engineering Unit on filling basements with water to prevent foundation and basement collapses.
- (4) Coordinate with the Police Department on search and rescue operations.
- (5) Coordinate with the Police Department and conduct all evacuation activities.
- (6) Plan all missions and coordinate all Coast Guard activities during the flood emergency.
- (7) Prepare situation reports for the Civil Defense Director.
- (8) Contain and extinguish fires.
- (9) Provide education and fire prevention information to public.
- (10) Establish and maintain liaison and mutual aid agreements with other regional fire departments.

3C Recovery/Postflood Activities

- (1) Contain and extinguish fires.
- (2) Advise the Civil Defense Director on a schedule for releasing supplementary manpower furnished by the Coast Guard.
- (3) Prepare a final report for the Civil Defense Director regarding problems encountered and recommendations for future flood fights.

# APPENDIX XV-1

## FULL-TIME FIRE DEPARTMENT PERSONNEL

	<u>NAME</u>	<u>ADDRESS</u>	<u>BUSINESS PHONE</u>	<u>HOME PHONE</u>
1.	Dan Formato, Chief	802 2nd NW	773-2403	773-9484
2.	John Newland, Ass't. Chief	822 NW 18th	773-2403	773-2538
3.	Marvin Anderson, Ass't Chief	910 SE 6th	773-2403	773-9159
4.	Charles Vind, Ass't. Chief	441 3rd Ave. SE	773-2403	773-9571
5.	Larry Krautkremer	122 Venus Dr.	773-2403	773-2403
6.	Donald Bushee	230 5th Ave. SE	773-2403	773-2181
7.	Frank Ringstad	605 NW 12th	773-2403	773-9284
8.	Richard Sampson	1109 3rd NW	773-2403	773-3608
9.	Johnnie Knutson	809 3rd NW	773-2403	773-3608
10.	David Lambrich	112 4th Ave. SE	773-2403	773-8151
11.	Dale Monson	214 Central Ave. NE	773-2403	773-7300
12.	Dennis Schneibel	1712 NW 19th	773-2403	773-8618

## PAID ON-CALL FIRE-FIGHTERS

1.	Frank Ayotte	2 NE 4th	773-1982
2.	Wayne Bramer	5 Garden Ct.	773-2698
3.	John Briedenbach	539 7th Ave. SE	773-2593
4.	Donald Coulter	217 5th Ave. SE	773-0154
5.	Emil Fanfulik	220 Gateway Dr.	773-7135
6.	Rick Geres	813 Rhinehart Dr.	773-0177
7.	Milo Hearn	1033 James Ave. SE	773-2532
8.	Mike Kane	506 NW 2nd	773-9215

	<u>NAME</u>	<u>ADDRESS</u>	<u>HOME PHONE</u>
9.	James King	1227 4th Ave. NW	773-0517
10.	Bill Niswonger	331 Mero Ct. SE	773-0614
11.	Duane Preston	1006 James Ave. SE	773-1417
12.	James Rackl	1518 7th Ave. NW	773-8603
13.	Bill Schroeder	921 16th Ave. SE	773-0678
14.	Richard Stallmo	1010 Greenwood Dr. SE	773-0597
15.	Ronald Stauss	717 James Ave. SE	773-9309
16.	Vernon Hecht	409 NW 14th	773-0116
17.	Dan Tack	424 3rd Ave. SE	773-0387
18.	John Tack	7 NE 3rd	773-1486
19.	Dale Dahlen	1106 NW 22nd	773-0440
20.	Victor Kjos	Resident Fire Station #1	773-9315
21.	Melvin Hoverson	Resident Fire Station #1	773-9315
22.	Jay Messner	Resident Fire Station #1	773-9315
23.	Mike Belcher	Resident Fire Station #1	773-9315
24.	Steve Bren	Resident Fire Station #1	773-9315
25.	Greg Eskelson	Resident Fire Station #1	773-9315
26.	Stoney Johnson	Resident Fire Station #1	773-9315
27.	Tom Adams	Resident Fire Station #1	773-9315
28.	Dave Kjos	Resident Fire Station #1	773-9315
29.	Del Norman	Resident Fire Station #2	773-1109
30.	Merle Hoverson	Resident Fire Station #2	773-1109
31.	Bruce Fagen	Resident Fire Station #2	773-1109
32.	Greg Adams	Resident Fire Station #2	773-1109

XVI

EAST GRAND FORKS CIVIL DEFENSE WARNING UNIT

PART

1

UNIT OVERVIEW

16-01 FLOOD MISSION The Warning Unit is responsible for receiving and distributing all warnings to city residents in the event of an emergency or dike failure. The chief warning officer is the Police Chief or his designee.

16-02 LOCATION The East Grand Forks warning point is located at the Police Station and has a 24-hour/day warning capability. The Police Station is located in the City Hall and is on the floor immediately above the Flood Control Headquarters.

16-03 PROCEDURES A warning will be sounded only when a report has been received from a police officer, fireman, engineer, or the Civil Defense Director. The type of warning to be used during a flood emergency is called an Alert Warning - a 5-minute steady tone on the Civil Defense sirens. This signal will be repeated as often as deemed necessary by police and Civil Defense authorities. The Alert Warning shall be used to notify the public of immediate danger. In certain situations, the Civil Defense sirens may be supplemented with mobile sirens and public address systems on police cars. This 5-minute signal means: "Tune To Your Local Radio Or Television Station For Emergency Information." A Civil Defense official, policemen, or fireman will give information to radio and TV broadcasters regarding instructions on life saving actions that should be taken. The Flood Control Headquarters Unit will contact all persons on the "Alert List" (see Appendix XVI-1).

16-04 FALSE ALARMS False alarms (electronic or otherwise) may be expected on rare occasions. Most residents will be aware of the degree of danger they

are in during a flood emergency via the news media. The public will be informed to turn to a radio station immediately upon hearing a siren. The Police Department or a Civil Defense official would go "live" on the air to inform the public of a false alarm by utilizing the Telephone Hot Line.

16-05 TELEPHONE HOT LINE The Police Department has access to a Telephone Hot Line connected directly to the metropolitan area's radio and TV stations and the Grand Forks Herald. The Hot Line system operates as follows: The East Grand Forks Police Department officer-in-charge picks up the Hot line phone, which rings in the Grand Forks Police Station. The officer-in-charge tells the Grand Forks police radio operator that he needs to make an announcement to all area news media; then the officer-in-charge hangs up the phone. The Grand Forks police radio operator then activates all phone lines at one time causing the East Grand Forks police phone to ring three times. The officer-in-charge then picks up the phone and makes the announcements.

PART

2

EAST GRAND FORKS CIVIL DEFENSE WARNING UNIT CHIEF, DEPUTIES, AND MEMBERS

<u>NAME</u>	<u>ADDRESS</u>	<u>BUSINESS PHONE</u>	<u>HOME PHONE</u>
1. Dick Wald, Chief	535 5th Ave. SE	773-1104	773-1450
2. Kermit Sundin, Deputy	1305 NW 20th St.	Unlisted	773-6274
3. Dan Formato	802 NW 2nd	773-2403	773-9484
4. Louis Murray	445 River Dr. SE	773-0528	773-0528
5. Orley D. Gunderson	1910 River Rd. NW	773-3441	773-2381
6. Jim Gander	724 5th Ave. SE	772-5881	773-1619

PART

3

STANDARD OPERATING PROCEDURES OF EAST GRAND FORKS CIVIL DEFENSE WARNING UNIT

3A Preflood Activities

- (1) Inform and train police officers, fire fighters, and Civil Defense officials on types and sources of emergency warning signals that could be used during a flood emergency.
- (2) Conduct tests on all sirens at 1:00 p.m. on the first Wednesday of every month.
- (3) Prepare "Alert Lists" and list specific procedures to be used to inform the Evacuation Unit, Mayor, Civil Defense Director, etc., of an emergency (see Appendix XVI-1).
- (4) Brief all police officers on the flood outlook situation and problems they should watch for on patrol.

3B Flood/Emergency Activities

- (1) Work with the Public Information Officer to inform the public of how Alert Warning signal will be sounded and that instructions will be broadcast on radio and television stations (see Appendix XVI-2).
- (2) Coordinate plans with the Communications Unit for sounding the alert in case of dike failure.
- (3) The Police Department will sound the Alert Warning (5-minute steady tone on all sirens) for evacuation in case of a dike failure only when the report is received and verified from a police officer, fireman, or engineer.
- (4) The Warning Unit will brief the Flood Control Headquarters so headquarters personnel can decide on instructions to be broadcast to the general public on life saving actions that should be taken.

- (5) Notify the Polk County Warning Point (Sheriff's Office) of the emergency in progress and actions which are being taken.
- (6) Supplement stationary sirens by deploying mobile sirens and public address systems in areas being evacuated.
- (7) Prepare situation reports for the Civil Defense Director.
- (8) Test the Telephone Hot Line system located in the Police Department (see Appendix XVI-3).
- (9) Broadcast instructions over radio and television stations for actions to be taken by the general public when a 5-minute Alert Warning signal has been made.

3C Recovery/Postflood Activities

- (1) Continue to test all warning equipment.
- (2) Continue informing the public of warning procedures through information released by the Public Information Officer.
- (3) Prepare a final report for the Civil Defense Director regarding major problems encountered and recommendations for future flood fights.

APPENDIX XVI-1

EAST GRAND FORKS CIVIL DEFENSE ALERT LIST IN PRIORITY OF PERSONS TO BE  
CONTACTED IN FLOOD EMERGENCY - DIKE FAILURE

<u>NAMES IN PRIORITY</u>	<u>ADDRESS</u>	<u>BUSINESS PHONE</u>	<u>HOME PHONE</u>
1. Dan Formato or Ass't. Fire Chief	802 NW 2nd St.	773-1104	773-9484
2. Don Floan (Engineering) or	869 James Ave. SE	773-1185	773-1519
Gary Sanders, or	875 James Ave.	773-1185	773-1801
Dean Wieland, or	1802 S. 38th-GF	773-1185	775-7195
Mark Floan	1522 SE 10th	773-1185	773-1281
3. Orley D. Gunderson (Civil Def. Dir.)	1910 NW River Rd.	773-3441	773-2381
4. Louis Murray (Mayor)	445 River Dr. SE	773-0528	773-0528
5. Jim Gander (Chrm. of City Council)	724 5th Ave. SE	772-5881	773-1619
6. Polk County Sheriff	Crookston, Minnesota	281-3207	

APPENDIX XVI-2

EAST GRAND FORKS CIVIL DEFENSE "ALERT LIST" OF RADIO/TV STATIONS

<u>RADIO/TV STATIONS</u>	<u>BUSINESS PHONE</u>
* KRAD - Radio	773-2424
* KNOX - Radio	775-4611
* KFJM - Radio	777-2577
KYTN - Radio	772-7197
* KKXL - Radio	775-0575
KKDQ - Radio	772-6093
* KTHI - TV	772-3481
* WDAZ - TV	775-2511
* KXJB - TV	746-6168

\* Radio Stations with hookups to the Telephone Hot Line would broadcast emergency instructions immediately through the Telephone Hot Line.

APPENDIX XVI-3

GRAND FORKS CIVIL DEFENSE BROADCAST MEDIA EMERGENCY INFORMATION LINE  
FROM GRAND FORKS POLICE DEPARTMENT

Many times during the past, we have discussed the desirability of having the broadcast media and our law enforcement people tied together so emergency information can be disseminated quickly and accurately to the media for uniform broadcast to the listening and viewing public. This was partially done with the installation of the "Cable TV Interrupt" - this is an excellent system, but does not cover a large segment of our city and county people.

Through the cooperation of Grand Forks County, Grand Forks City, and the Bell Telephone Company, the Grand Forks Police Department has an Emergency Land Line System that will send emergency information to all local broadcast media within minutes after it is received at Emergency Headquarters any time of the day or night. This is an EMERGENCY SYSTEM and must be operated with discretion and judgment on the part of all participants.

The present participants are - the Grand Forks Police Department, East Grand Forks Police Department, and County Sheriff to WDAZ, KXJB, KTHI, KFJM, KNOX, KKXL, KRAD, and Daytons Shopping Center.

The system is activated from the Grand Forks Police Department building and will ring at all of the above locations until the circuit is broken by one of the receivers being picked up - this breaks the ring cycle and ringing stops at all locations.

1. Allow phone to ring THREE times to allow all others to hear the ring.
2. There is no reason to answer the phone - just listen and the message will be forthcoming in seconds from the activation point.

3. At times, at the discretion of the activation points, the roll may be called to assure that the message is received by all parties. A log will be kept to record the stations receiving the message, the time, the message and the name of the activation official and the authority, if known.
4. The system has an additional capability - any station can pick up the receiver and the phone will ring at the activation point only and you will be speaking directly - on a one-to-one basis - to the person at the Emergency Center. For this reason we must caution everyone to check regularly to make sure the receiver is properly on the cradle or the entire system will be inoperative until all phones are in the "rest position." This is an excellent added function - don't abuse it.

## XVII

### EAST GRAND FORKS CIVIL DEFENSE EVACUATION UNIT

#### PART

##### 1

#### UNIT OVERVIEW

17-01 FLOOD MISSION All emergency evacuation activities will be conducted under the direct control and supervision of the East Grand Forks Fire Chief. The Evacuation Unit will be utilized in emergency evacuations only. The full-time and part-time volunteer members of the East Grand Forks Fire Department will be utilized for all operations.

17-02 LIAISON WITH OTHER UNITS Major emergency evacuation activities will be conducted in coordination with the East Grand Forks Police Department, U.S. Coast Guard, and Minnesota National Guard. The Sandbag Distribution and Transportation Unit will provide school buses or trucks for passenger transportation.

17-03 NONEMERGENCY EVACUATIONS When river conditions or dike conditions dictate that danger exists, the Civil Defense Director and City Council will suggest that persons evacuate their homes. This announcement will be released through the news media and persons will be instructed to evacuate their homes within 12 hours. An announcement of this nature will be made in a calm manner and persons will be informed that it is only a precautionary step. The nonemergency evacuation will be followed up by having Fire Department personnel inspect all residences after the evacuation period. Persons still remaining will be asked to leave.

17-04 EQUIPMENT Equipment required for sandbagging will be provided by the river reaches 45 feet. Boats, pumps, and other equipment from the East Grand Forks Fire Department, U.S. Coast Guard, and Minnesota National Guard will be utilized.

17-05 LOCATION OF UNIT The Evacuation Unit will not have a station in the Flood Control Headquarters until an emergency evacuation begins. At that time, a staff person from the East Grand Forks Fire Department will be stationed at the Flood Control Headquarters. This staff person will be in radio communication with the Unit Chief and be able to relay information to the Mayor and Civil Defense Director. A Fire Department staff member will remain on duty at the Flood Control Headquarters until all emergency evacuations are completed.

17-06 EVACUATION ZONES Areas that might have to be evacuated will be identified prior to the flood and be continually reviewed and updated during the flood emergency.

17-07 RELOCATIONS Persons in an emergency evacuation will be transported to prearranged shelters and emergency housing.

17-08 PUBLIC EDUCATION Facts and information regarding an emergency evacuation will be made available to the general public through the news media prior to the flood. Information on traffic routes and shelters will be coordinated with the Shelter/Emergency Housing/Welfare Services Unit.

17-09 U.S. COAST GUARD LIAISON The Evacuation Unit is responsible for coordinating with and meeting the needs of the Coast Guard contingent. The Coast Guard has a station in the Flood Control Headquarters. The Fire Chief works closely with the Coast Guard Unit Commander.

## PART

2

## EAST GRAND FORKS CIVIL DEFENSE EVACUATION UNIT CHIEF, DEPUTIES, AND MEMBERS

<u>NAME</u>	<u>ADDRESS</u>	<u>BUSINESS PHONE</u>	<u>HOME PHONE</u>
1. Dan Formato, Chief	802 NW 2nd	773-2403	773-9484
2. Dick Wald, Deputy	533 5th Ave. SE	773-1104	773-1450
3. Kermitt Sundin	1305 NW 20th St.	Unlisted	773-0941
4. Gary Sanders	875 James Ave. SE	773-1185	773-1801
5. Ed Osowski	306 Mero Ct. SE	773-1313	773-2382
6. Orley D. Gunderson	1910 River Rd. NW	773-3441	773-2381
7. Jim Gander	724 5th Ave. SE	772-5881	773-1619

PART

3

STANDARD OPERATING PROCEDURES OF EAST GRAND FORKS CIVIL DEFENSE EVACUATION UNIT

3A Preflood Activities

- (1) Determine evacuation areas, collection routes, and shelter areas  
(see Appendix XVII-1 map).
- (2) Determine traffic control points for all seven evacuation zones in  
conjunction with the Police Department and Civil Defense Director  
(see Appendix XVII-2).
- (3) Coordinate with the Warning Unit and select methods of warning the  
public in case of an emergency (see Unit XVI).
- (4) Devise ways of efficiently using the resources of the Minnesota National  
Guard, U.S. Coast Guard, American Red Cross, East Grand Forks Fire  
Department, and Polk County Sheriffs Department for emergency evacuation  
operations.
- (5) Develop a fact sheet for release to the general public on how to  
prepare for evacuating a home (see Appendix XVII-3).
- (6) Develop a fact sheet regarding evacuation safety rules (see Appendix  
XVII-4).
- (7) Publicize flood emergency evacuation routes and plans in the East  
Grand Forks Record, Exponent, Grand Forks Herald, and on radio and  
TV stations.
- (8) Cooperate with the Emergency Medical Services Unit and identify elderly,  
sick, invalids, and others who require special assistance and services  
during an evacuation. Church groups and welfare workers could assist  
in locating and determining the needs of persons needing assistance  
(see Appendix XVII-5).

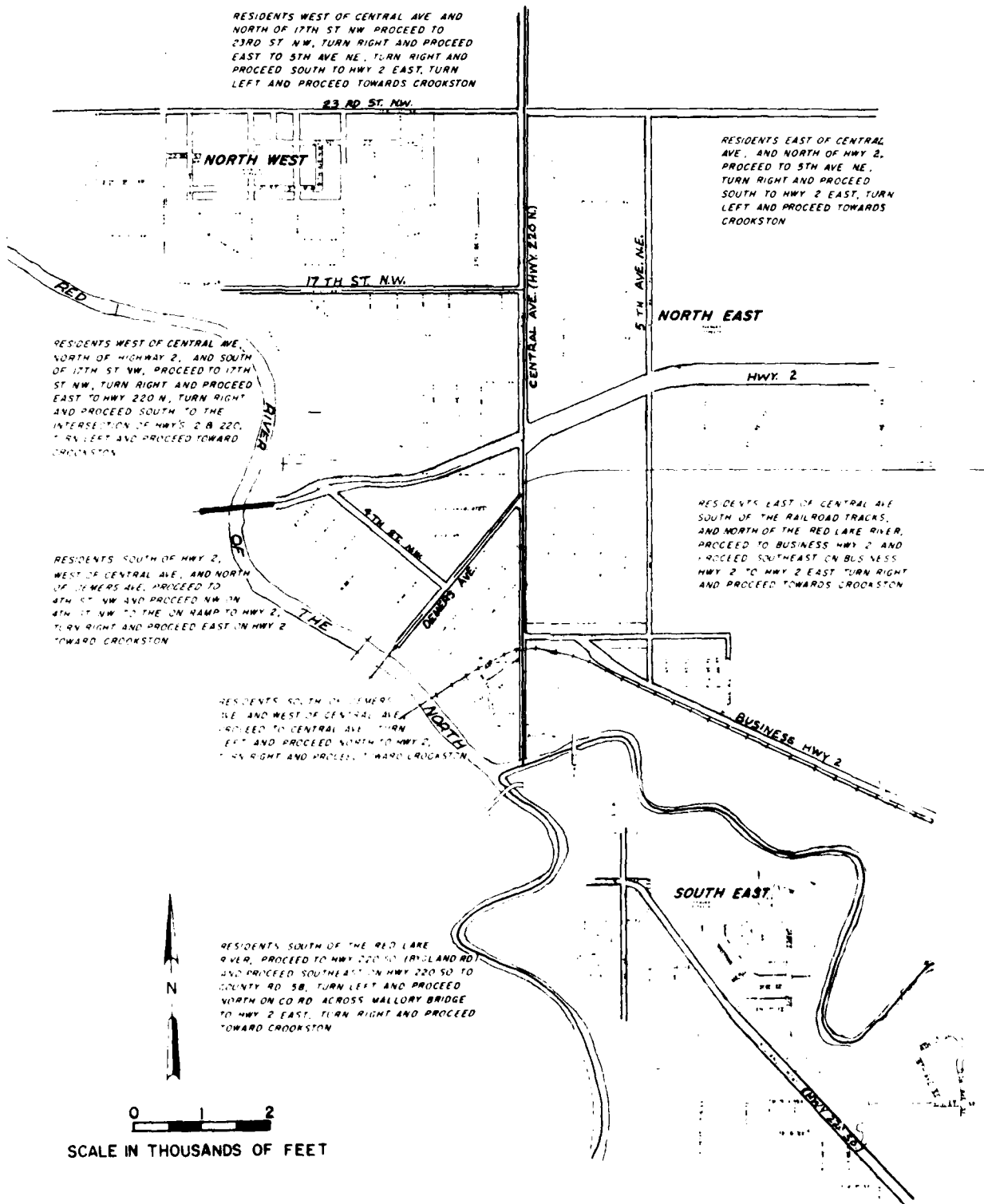
### 3B Flood/Emergency Activities

- (1) Assign a Fire Department staff person to the Flood Control Headquarters station to coordinate with National Guard and Coast Guard personnel.
- (2) Inventory equipment for evacuation purposes available through the Coast Guard, National Guard, Red Cross, and schools.
- (3) Monitor the flood emergency situation regarding potential evacuations and remain in constant communication with the Engineering Unit and Civil Defense Director.
- (4) Cooperate with the Warning Unit in providing the Public Information Officer with information regarding steps to take in case of evacuation.
- (5) Cooperate with the Shelter/Emergency Housing/Welfare Services Unit and provide information to the Public Information Officer regarding emergency housing.
- (6) Maintain contact with the Sandbag Distribution and Transportation Unit and maintain the potential for bus service 24-hours per day.
- (7) Maintain records on all persons evacuated.

### 3C Recovery/Postflood Activities

- (1) Continue operations until danger no longer exists.
- (2) Summarize evacuation records.
- (3) Prepare a final report for the Civil Defense Director regarding major problems encountered and recommendations for future flood fights.

# EVACUATION PLAN BY ROADWAY APPENDIX XVII-1



APPENDIX XVII-2

EAST GRAND FORKS CIVIL DEFENSE TRAFFIC CONTROL POINTS

EVACUATION ZONE	LOCATIONS	TASKS	MANNING LEVEL	REMARKS
1.				
2.				
3.				
4.				
5.				
6.				
7.				

### APPENDIX XVII-3

#### PREPARING TO EVACUATE - WHAT TO DO IN YOUR HOME

If flood waters threaten, but you haven't yet been advised to evacuate, use any remaining time to protect your home and belongings from flood damage:

1. Fill available containers, including bathtubs with water. If water systems become contaminated by flood water, your only safe water will be what you have on hand.
2. Move important items such as food, furniture, rugs, books, clothing, and electric motors and controls to upper floors.
3. Collect valuables, important legal papers, and small appliances (such as toasters) and secure them in plastic bags; move them to upper floors.
4. Fill all portions of domestic water systems with clean water and cap openings. Seal wells to keep out silt and debris.
5. Shut off utilities (electricity, water, gas) at main switches. DO NOT TOUCH ELECTRICAL SWITCHES WHILE WET OR STANDING IN WATER.
6. Remove articles from the basement and open basement windows so water can enter. Most residential basement walls and floors are not built to withstand the additional pressure of watersoaked soil. During a flood you will have less damage to your house if you allow the water to enter.
7. If possible, move frozen food to a locker plant.

## APPENDIX XVII-4

### EVACUATION SAFETY RULES

1. Before making any last-minute preparations, be absolutely certain you have time. If advised to evacuate, do so immediately. Don't wait until the last minute to leave, hoping to save your possessions. Save your life.
2. Move quickly and calmly. Don't take chances. Getting safely to higher ground or away from the area is your first consideration.
3. Keep your radio turned on and located where you can hear it.
4. Know where you are going before you leave. Civil Defense officials will establish shelters in public buildings. If you do not know the location of public shelters, listen to your radio for evacuation instructions. Evacuation routes explained on radio must be used. Other "short cuts" may be blocked, washed away, have downed power lines, or interfere with evacuation routes for other areas.
5. If you have limited time for evacuation preparations, take only family medicines, blankets, and a battery-powered radio with you. If you have time to gather supplies, take with you:
  - a. Protective clothing, especially water-repellent outer garments and footwear; several blankets.
  - b. Flashlights and batteries; battery-powered radio.
  - c. Personal hygiene items.
  - d. Infant supplies.
  - e. Important documents and papers.
  - f. Drinking water in plastic bottles; other liquids.
  - g. Emergency supplies of ready-to-eat foods.
  - h. Necessary prescription drugs or medicines (such as heart medication or insulin).

6. If you are certain you have time before you leave your house:
  - a. Turn off utilities.
  - b. If flood waters threaten, open basement windows to let water in and equalize pressure.
7. Lock your home when you leave it.
8. As you travel, listen to the radio; watch for:
  - a. Washed out bridges or roads.
  - b. Undermined roadways.
  - c. Downed power lines.
  - d. Floating hazards.
9. Do not drive over flooded roads. Flood currents are strong, and cars and people are easily washed away.
10. After reaching public or other shelter, report to the East Grand Forks Police Department that your home has been evacuated.

APPENDIX XVII-5

EAST GRAND FORKS CIVIL DEFENSE LIST OF INDIVIDUAL RESIDENTS, HOMES, AND  
LOCATIONS WHERE SPECIAL ASSISTANCE WOULD BE REQUIRED IN AN EVACUATION

NAME	ADDRESS	NUMBER OF PERSONS	BUSINESS PHONE
Good Samaritan	1414 NW 20th		773-2455
Sunshine Terrace	217 6th Ave. NW		773-2371
Town Square	206 2nd St. NW		
County Home for Handicapped			

XVIII

EAST GRAND FORKS CIVIL DEFENSE EMERGENCY MEDICAL SERVICES UNIT

PART

1

UNIT OVERVIEW

18-01 FLOOD MISSION During normal times, emergency medical and ambulance services are delivered by the United Hospital in Grand Forks. Emergency medical assistance is also provided by the rescue truck and certified emergency medical technicians stationed at the two East Grand Forks Fire Stations. During flood emergencies, the closure and flooding of streets, roads, and bridges may make United Hospital inaccessible and unable to meet the needs of persons living in East Grand Forks. Therefore, during flood emergencies, the Civil Defense organization and the Emergency Medical Services (EMS) Unit are responsible for developing and implementing plans and procedures which will provide 24-hour/day emergency medical services to the city.

18-02 LIAISON WITH OTHER GROUPS The EMS Unit will develop and implement plans with Grand Forks United Hospital, Riverview Hospital in Crookston, the Minnesota National Guard, and personnel at the Grand Forks Air Force Base. In extreme flood emergencies, the unit will attempt to secure the personnel, equipment, and resources of military organizations.

18-03 LOCATION OF UNIT The Unit Chief will work closely with the Fire Chief and be stationed at the Central East Grand Forks Fire Station.

PART

2

EAST GRAND FORKS CIVIL DEFENSE EMERGENCY MEDICAL SERVICES UNIT

CHIEF, DEPUTIES AND MEMBERS

	<u>NAME</u>	<u>ADDRESS</u>	<u>BUSINESS PHONE</u>	<u>HOME PHONE</u>
1.	Mr. Bill Cummings, Chief	1818 14th Ave. NW	773-3441	773-3217
2.	Dr. Rudy Skogerboe, Deputy	2411 W Fallcreek St.	780-6000	775-0240
3.	Dan Formato, Deputy	802 NW 2nd	773-2403	773-9484
4.	Steve Tersteggo	RR 2	772-7750	772-7750
5.	Paul Hanson	206 Venus Dr.	773-3441	773-9487

PART

3

STANDARD OPERATING PROCEDURES OF EAST GRAND FORKS CIVIL DEFENSE

EMERGENCY MEDICAL SERVICES UNIT

3A Preflood Activities

- (1) Plan jointly with United Hospital, Red Cross, Grand Forks Air Force Base Hospital, and Crookston Riverview Hospital for providing emergency medical services to East Grand Forks citizens during a flood disaster.
- (2) Develop a directory of emergency medical service organizations which could provide services to East Grand Forks (see Appendix XVIII-1).
- (3) Make plans to provide emergency medical services to shelters.
- (4) Develop and coordinate plans with the Red Cross, Grand Forks Air Force Base, and Army Reserve for providing military air support and paramedic services to the city during a flood.
- (5) Identify locations and areas for stationing paramedics, ambulances, equipment, and medicine.

3B Flood/Emergency Activities

- (1) Activate all EMS stations.
- (2) Schedule medical personnel to all EMS stations for 24-hour/day coverage.
- (3) Coordinate the establishment of emergency medical pickup points with the Search and Rescue Unit, Police Department, and Communications Unit.
- (4) Set up and monitor the EMS communications network with the Red Cross and area hospitals.

- (5) Request additional EMS resources as needed from the Civil Defense Director.
- (6) Coordinate the release of all advisories to the Public Information Officer with the Health Services Unit.
- (7) Prepare situation reports.
- (8) Set up a disaster hospital or aid station if required.
- (9) Prepare situation reports as requested by the Civil Defense Director.

3C Recovery/Postflood Activities

- (1) Continue providing emergency medical services until no longer needed.
- (2) Return equipment to proper owners.
- (3) Prepare a final report for the Civil Defense Director regarding major problems encountered and recommendations for future flood fights.

APPENDIX XVIII-1

EAST GRAND FORKS CIVIL DEFENSE DIRECTORY OF ORGANIZATIONS ABLE TO

PROVIDE EMERGENCY MEDICAL PERSONNEL AND EQUIPMENT \*

<u>NAME/ ORGANIZATION</u>	<u>CONTACT PERSON</u>	<u>ADDRESS</u>	<u>BUSINESS PHONE</u>	<u>HOME PHONE</u>
1. United Hospital				
2. GFAFB Hospital				
3. Crookston Riverview Hospital				
4. Minn. National Guard				
5. Fargo Air National Guard				

\* To be updated at time of flood emergency.

XIX

EAST GRAND FORKS CIVIL DEFENSE HEALTH SERVICES UNIT

PART

1

UNIT OVERVIEW

19-01 FLOOD MISSION Citizens living in East Grand Forks normally receive routine health services from physicians located at clinics and hospitals in Grand Forks, Crookston, and the Fargo/Moorhead area. During a flood emergency, flooded streets, roads, and bridges may make these facilities inaccessible. The large number of volunteers working in unsanitary, stressful, and dangerous working conditions may also increase the need for health services. Therefore, the Health Services Unit is charged with the responsibility of monitoring, planning for, and delivering quality health services during a flood emergency. Mass inoculations and mass shelter health care could become major responsibilities.

19-02 LIAISON WITH OTHER GROUPS The unit will work closely with the American Red Cross and Emergency Medical Services Unit. The Chief of the Health Services Unit will be the City Health Officer. The City Health Officer will identify qualified medical personnel such as Registered Nurses to assist him in the delivery of health care services.

19-03 LOCATION OF UNIT The Health Service Unit will be located in the Flood Control Headquarters. The station will be staffed by a Registered Nurse. A medical doctor will visit daily and be on call for health problems or emergencies.

PART

2

EAST GRAND FORKS CIVIL DEFENSE HEALTH SERVICES UNIT CHIEF, DEPUTIES, AND MEMBERS

	<u>NAME</u>	<u>ADDRESS</u>	<u>BUSINESS PHONE</u>	<u>HOME PHONE</u>
1.	Dr. Jim Leigh, Chief	516 Reeves Dr.	775-2000	772-1233
2.	Mrs. Judy Neppel, Deputy	1431 5th Ave. NW	773-3441	773-1624
3.	Mrs. Pearl Fischer	1106 NW 18th	773-9674	773-9540
4.	Mrs. Linda Ness	1816 20th St. NW	773-3441	773-8658
5.	Mrs. Gary Sanders	875 James Ave. SE	773-1801	773-1801

PART

3

STANDARD OPERATING PROCEDURES OF EAST GRAND FORKS CIVIL DEFENSE HEALTH SERVICES UNIT

3A Preflood Activities

- (1) Develop a directory of nurses, doctors, and people in related health occupations who could deliver health services during a flood emergency (see Appendix XIX-1).
- (2) Establish liaison and communications system with the Emergency Medical Services Unit.
- (3) Coordinate emergency plans with the American Red Cross, United Hospital, and Grand Forks Air Force Base Hospital.
- (4) Identify buildings or locations where an emergency hospital unit could provide health services.

3B Flood/Emergency Activities

- (1) Activate services, schedule personnel, and establish service stations for flood fight volunteers and the general public as needed.
- (2) Direct and control mass medical care and health services with the Emergency Medical Services Unit.
- (3) Prepare news releases on health matters for the Public Information Officer.
- (4) Coordinate all activities with the Red Cross and other relief agencies.
- (5) Prepare for, conduct, and coordinate mass inoculations.
- (6) Prepare situation reports and maintain a record/log of all activities.

3C Recovery/Postflood Activities

- (1) Set up an information center with the Red Cross to answer questions from the general public.
- (2) Continue public information releases on health matters (drinking water, sanitation, insect and rodent control, etc.) until no longer needed (see Appendix XVI-2 for a list of radio and TV stations).
- (3) Continue health services in the Flood Control Headquarters until no longer required.
- (4) Prepare a final report for the Civil Defense Director regarding major problems encountered and recommendations for future floods.

APPENDIX XIX--1

EAST GRAND FORKS CIVIL DEFENSE QUALIFIED HEALTH PERSONNEL AVAILABLE  
TO DELIVER HEALTH SERVICES IN FLOOD EMERGENCY

NAME AND  
HEALTH OCCUPATION \*

ADDRESS \*

BUSINESS  
PHONE \*

HOME  
PHONE \*

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

\* Persons to be identified just prior to flood emergency.

XX

EAST GRAND FORKS CIVIL DEFENSE  
SHELTER/EMERGENCY HOUSING/WELFARE SERVICES UNIT

PART

1

UNIT OVERVIEW

20-01 LOCATION The Shelter/Emergency Housing/Welfare Services (SEHWS) Unit is responsible for coordination all emergency housing needs. The SEHWS Unit will work closely with the American Red Cross and Salvation Army. The locations of city shelters are listed in Appendix XX-1.

20-02 CAPACITY Anywhere from 3000-4000 persons (approximately one-third of the city's population) could be involved in an evacuation. It is assumed that half of these persons would seek and obtain shelter with friends and relatives in safe locations; official shelter spaces would be required for approximately 1500-2000 evacuees. The designated shelter areas would accommodate 1500 persons; numbers in excess of 1500 would be provided shelter by the American Red Cross. Basic services (water, sewerage, heat, light, power, etc.) are available at all the shelters. Privacy will be arranged; at least 40 square feet of floor space will be allowed per person, and separate quarters will be provided for unmarried men and women. Cots, blankets, and chairs will be provided by the Red Cross for all shelter occupants.

20-03 SECURITY Security at the shelter areas will be provided by East Grand Forks city police and National Guard personnel. All security assignments and arrangements will be made through the East Grand Forks Police Department.

20-04 ADMINISTRATION Each shelter will be staffed, equipped, and operated under the supervision of the American Red Cross. Local citizens assigned to a shelter will provide liaison to the Civil Defense Director.

20-05 ORGANIZATION The local Grand Forks Red Cross chapter will train members of the SEHWS Unit. The unit will work with the Red Cross to develop plans for operating the shelters in a flood emergency. The Red Cross and SEHWS Unit will use volunteers to organize, equip, maintain, and operate the shelters.

20-06 FOOD SERVICES Each shelter is located at a facility with food services capabilities. The Red Cross will develop an overall emergency feeding plan supplemented by mobile feeding units.

20-07 HEALTH SERVICES The Red Cross, in cooperation with the Health Services and Emergency Medical Services Units will provide medical and nursing care in the shelters including:

- (A) Medical, dentist, and nursing personnel for shelters.
- (B) Equipment and supplies.
- (C) Emergency medical services, including isolation and infirmary.
- (D) Transportation of supplies, patients, and personnel.
- (E) Clearance with local health authorities on health regulations, sanitary inspection, and immunizations.
- (F) Clearance with the SEHWS Unit regarding provisions of medical and nursing facilities.

PART

2

EAST GRAND FORKS CIVIL DEFENSE

SHELTER/EMERGENCY HOUSING/WELFARE SERVICES UNIT CHIEF, DEPUTIES, AND MEMBERS

	<u>NAME</u>	<u>ADDRESS</u>	<u>BUSINESS PHONE</u>	<u>HOME PHONE</u>
1.	Ellis Larson, Chief	1034 10th Ave. SE	773-9721	773-1060
2.	Don Dimond, Deputy	321 James Ave. SE	773-2405	773-0169
3.	Mrs. Robert Bergland	1508 5th Ave. NW	773-2095	773-2095
4.	Mrs. Elaine Troyer	19 Forrest Ct. NW	773-1847	773-1847
5.	Mrs. Richard Wiley	620 NW 11th St.	773-3106	773-3106

PART

3

STANDARD OPERATING PROCEDURES OF

EAST GRAND FORKS CIVIL DEFENSE SHELTER/EMERGENCY HOUSING/WELFARE SERVICES UNIT

3A Preflood Activities

- (1) Review list of identified shelters (see Appendix XX-1).
- (2) Review supply plans.
- (3) Establish mutual aid agreements with school district and church officials for use of facilities.
- (4) Prepare a news release regarding the community shelter plan for the Public Information Officer.
- (5) Identify shelter managers (see Appendix XX-1).
- (6) Distribute shelter management instructions to shelter managers.
- (7) Set policies and establish priorities for problems.
- (8) Identify and list social services available through the East Grand Forks Ministerial Association (see Appendix XX-2).
- (9) Identify locations where babysitting services may be housed and staffed (see Appendix XX-3).

3B Flood/Emergency Activities

- (1) Activate shelter staff and assign one person to the Flood Control Headquarters.
- (2) Set up a shelter registration card reporting system for the Flood Control Headquarters (see Appendix XX-4).
- (3) Set up a communications system with the Red Cross, Salvation Army, and other relief agencies and coordinate activities to meet needs for shelter, clothing, and food.
- (4) Respond to emergency housing requests.

- (5) Assign and move persons to shelters.
- (6) Provide data to the Fire Department and Police Department regarding safety and security for persons in shelters.
- (7) Provide data to the Fire Department, Police Department, and Electricity and Water Distribution Unit regarding homes/buildings which have been vacated (see Appendix XX-4).
- (8) Procure and distribute food and clothing to shelters.
- (9) Prepare a daily situation report and submit it to the Public Information Officer.
- (10) Attend Civil Defense strategy/communications meetings.
- (11) Register all persons who are evacuated to shelters and log shelter assignments (see Appendix XX-4).
- (12) Coordinate storage, distribution, and record keeping of donated supplies and materials given to shelters.
- (13) Coordinate activities, plans and needs of all State and Federal agencies which move into the city to set up assistance centers during and after the flood.
- (14) Contact the East Grand Forks Ministerial Association to meet with individuals or families who have spiritual and emotional needs/problems.
- (15) Activate and staff babysitting services as required for flood fighters.
- (16) Develop and enforce health and sanitation rules (see Appendix XX-5).

3C Recovery/Postflood Activities

- (1) Prepare news releases for the Public Information Officer on procedures for moving back into vacated buildings.
- (2) Provide forms and information regarding homes which have been vacated (see Appendix XX-4).
- (3) Work with city officials to assist persons in correcting problems in vacated homes.
- (4) Prepare a final report for the Civil Defense Director regarding major problems encountered and recommendations for future flood fights.
- (5) Dispose of surplus donated supplies.
- (6) Coordinate emergency housing, feeding, and clothing until no longer required.

# APPENDIX XX-1

## LIST OF EAST GRAND FORKS SHELTERS

<u>BUILDING NAME</u>	<u>CAPACITY/PERSONS</u>	<u>ADDRESS</u>	<u>PHONE</u>	<u>SHELTER MANAGER</u>	<u>HOME PHONE</u>
1. Fire Station	30	415 NW 4th	773-2403	Dale Monson	773-7300
2. Central Jr. High School	300	210 NW 5th	773-1141	Robert Simonson	773-9632
3. Fire Station #2	20	243 5th Ave. SE	773-1109	Dave Lambrich	773-8151
4. Crestwood School	250	441 5th Ave. SE	773-1149	Anton Stransky	773-2389
5. Civic Recreation Center	300	300 NE 15th	773-0337	Don Keske	773-0458
6. Senior High School	500	1420 4th Ave. NW	773-2405	John Roche	773-0187
7. Our Savior's Lutheran Church	300	1515 5th Ave. NW	773-8449	Pastor Bergland	773-2095

# APPENDIX XX-2

## SOCIAL SERVICES AVAILABLE THROUGH EAST GRAND FORKS MINISTERIAL ASSOCIATION

<u>SERVICE NAME</u>	<u>ADDRESS</u>	<u>PERSON IN CHARGE</u>	<u>BUSINESS PHONE</u>
1. Bible Baptist Church	309 8th Ave. NW	Rev. Silcox	773-3166
2. Sacred Heart Catholic Church	200 NW 3rd	Rev. Bourassa	773-0877
3. First Lutheran Church	203 NW 5th	Rev. Behling	773-0181
4. Our Savior's Lutheran Church	1515 5th Ave. NW	Rev. Bergland	773-8449
5. River Heights Lutheran Church	1708 River Rd. NW	Rev. Moldstad	773-2221
6. Mendenhall Presbyterian Church	528 NW 10th	Rev. Nelson	773-0008
7. Family of God Lutheran Church	1221 13th Ave. SE	Rev. Wagner	773-8361

APPENDIX XX-3

FLOOD EMERGENCY BABYSITTING SERVICES

<u>SERVICE NAME</u>	<u>ADDRESS</u>	<u>PERSON IN CHARGE</u>	<u>BUSINESS PHONE</u>
1. Bible Baptist Church	309 8th Ave. NW	Rev. Silcox	773-3166
2. Sacred Heart Catholic Church	200 NW 3rd	Rev. Bourassa	773-0877
3. First Lutheran Church	203 NW 5th	Rev. Behling	773-0181
4. Our Savior's Lutheran Church	1515 5th Ave. NW	Rev. Bergland	773-8449
5. River Heights Lutheran Church	1708 River Rd. NW	Rev. Moldstad	773-2221
6. Mendenhall Presbyterian Church	528 NW 10th	Rev. Nelson	773-0008
7. Family of God Lutheran Church	1221 13th Ave. SE	Rev. Wagner	773-8361

APPENDIX XX-4

EXAMPLE  
EAST GRAND FORKS  
SHELTER REGISTRATION FORM

Last Name \_\_\_\_\_ Home Address \_\_\_\_\_ ZIP \_\_\_\_\_ Phone \_\_\_\_\_

Family Members Living at Address (First Name)	Rela- tion	Age	Sex	Illness or Disability	Skills or Occupation	Work Assigned in Shelter	Soc. Sec. No. (if known)
1.							
2.							
3.							
4.							
5.							

Immediate Family Members Not in This Shelter	Presumed Whereabouts	Relation
6.		
7.		
8.		

Other Nearby Relatives (Name)	(Address)
9.	
10.	

Items Brought Into Shelter (e.g., food, medicines, blankets, flashlights, etc.):

11. Did you plug all sewer outlets? Yes \_\_\_ No \_\_\_  
 12. Is your electricity unhooked? Yes \_\_\_ No \_\_\_  
 13. Is your gas unhooked? Yes \_\_\_ No \_\_\_  
 14. Are there any hazards or situations which Fire or Police officials should be informed of? \_\_\_\_\_  
 15. Remarks: \_\_\_\_\_

APPENDIX XX-5

SHELTER HEALTH AND SANITATION RULES

The following rules will be observed:

1. Persons with contagious diseases shall be isolated immediately.
2. The daily sick call schedule shall be observed.
3. Shelter floors shall be kept clean of waste materials.
4. Rest room areas shall be kept clean at all times.
5. Waste containers shall be disposed of as soon as filled.
6. Drinking cups shall be retained by individuals for reuse by individual shelterees
7. Towels shall be retained by individuals for reuse as long as possible.
8. Deceased persons shall be immediately removed from the shelter.

XXI

EAST GRAND FORKS CIVIL DEFENSE SEARCH AND RESCUE UNIT

PART

1

UNIT OVERVIEW

21-01 FLOOD MISSION The Search and Rescue Unit function and activities will be under the direct control and supervision of the East Grand Forks Fire Chief and/or his deputy. The unit will search for and rescue persons after a dike break, evacuation, and/or dike patrol accident. The full-time and part-time volunteer members of the Fire Department will be used for all operations. In a major disaster, the Unit Chief will call up volunteers from organized teams, clubs, or groups who have been briefed prior to the flood emergency.

21-02 LIAISON WITH OTHER UNITS Search and rescue operations will be coordinated with the Polk County Sheriff's Department, East Grand Forks Police Department, Minnesota National Guard, Emergency Medical Services Unit, and U.S. Coast Guard. The Unit Chief will brief officers on the problem and assign them specific missions or areas.

21-03 LOCATION OF UNIT The Search and Rescue Unit will not have a station in the Flood Control Headquarters until a major search and rescue mission is needed, at which time a Fire Department staff person will be located in the Flood Control Headquarters. He will be in radio communication with the Unit Chief and will relay information to the Mayor and Civil Defense Director. A Fire Department staff person will remain on duty in the Flood Control Headquarters until the search and rescue operation is completed.

21-04 EQUIPMENT AND READINESS The Fire Chief will arrange for and position equipment when the river level reaches 45 feet. Boats and military ducks will be located and operators will be briefed on operations.

PART

2

EAST GRAND FORKS CIVIL DEFENSE SEARCH AND RESCUE UNIT CHIEF, DEPUTIES AND MEMBERS

<u>NAME</u>	<u>ADDRESS</u>	<u>BUSINESS PHONE</u>	<u>HOME PHONE</u>
1. Dan Formato, Chief	802 NW 2	773-2403	773-9484
2. Dick Wald, Deputy	533 5th Ave. SE	773-1104	773-1450
3. Al LaFave	2 NE 1st	772-7208	773-1204

PART

3

STANDARD OPERATING PROCEDURES OF EAST GRAND FORKS CIVIL DEFENSE SEARCH AND RESCUE UNIT

3A Preflood Activities

- (1) Provide training and information to organized teams, clubs, and groups who could assist in search and rescue operations.
- (2) Prepare a list of search and rescue equipment needs and potential sources of manpower.
- (3) Establish plans with all organized communications clubs to use their services in search and rescue operations (see Appendix XXI-1).
- (4) Develop plans with the Morgue and Burial Unit for procedures to follow in identifying, marking, and movement of bodies.
- (5) Develop plans and procedures for use of personnel, equipment, and resources of the National Guard, Coast Guard, and Grand Forks Air Force Base.
- (6) Develop plans and procedures for acquiring and using search dogs.

### 3B Flood/Emergency Activities

- (1) Assign a staff person in the Fire Department to the search and rescue function.
- (2) Establish and maintain communications with the Police Department and Flood Control Headquarters.
- (3) Coordinate all search and rescue activities.
- (4) Activate and coordinate search and rescue teams from clubs and groups.
- (5) Coordinate establishment of emergency medical services points with the Emergency Medical Services Unit.
- (6) Coordinate with the Communications Unit.
- (7) Provide news releases for the Public Information Officer for broadcasting to the general public.
- (8) Coordinate all activities with the Morgue and Burial Unit in identifying, marking, and movement of bodies.
- (9) Prepare situation reports for the Civil Defense Director.
- (10) Attend all Civil Defense group strategy meetings.
- (11) Maintain a record and log of personnel involved in search and rescue operations.
- (12) Plan and coordinate all search and rescue activities for lost, injured, or trapped persons involving the Fire Department, Police Department, and Civil Defense personnel.

### 3C Recovery/Postflood Activities

- (1) Provide search and rescue functions until no longer needed.
- (2) Prepare a final report for the Civil Defense Director regarding problems encountered and recommendations for future flood fights.

# APPENDIX XXI-1

## EAST GRAND FORKS CIVIL DEFENSE ORGANIZATIONS WITH RESOURCES FOR SEARCH AND RESCUE OPERATIONS

<u>ORGANIZATION</u>	<u>CONTACT PERSON*</u>	<u>BUSINESS PHONE</u> *	<u>HOME PHONE*</u>
Polk County Sheriff	Sheriff Mosher	1-281-3207	
Civil Air Patrol			
VFW	Arne Ringstad		
American Legion	Lee Hartje		
Eagles			
Lions	Keith Bison		
Jaycees			
Optimists			
Minn. Hwy. Patrol	Arne Kreun Russ Wollin		773-9193 773-0056
Forx Amateur Radio Club			

\*Names and phone numbers will be identified just prior  
to onset of flood emergency.

XXII

EAST GRAND FORKS CIVIL DEFENSE MISSING PERSONS UNIT

PART

1

UNIT OVERVIEW

22-01 STAFFING AND LOCATION The tasks and procedures outlined in this section would be handled, as in nonflood times, by the Police Department. If a major catastrophe should occur, the Police Department would assign a person to a station in the Flood Control Headquarters.

22-02 FLOOD MISSION The person stationed in the Flood Control Headquarters would handle all telephone calls and inquiries. He would also make information available for the news media through the Public Information Officer.

22-03 LIAISON The unit would coordinate its activity with the Search and Rescue Unit and the Engineering Unit.

PART

2

EAST GRAND FORKS CIVIL DEFENSE MISSING PERSON UNIT CHIEF, DEPUTIES, AND MEMBERS

	<u>NAME</u>	<u>ADDRESS</u>	<u>BUSINESS PHONE</u>	<u>HOME PHONE</u>
1.	Dick Wald, Chief	533 5th Ave. SE	773-1104	773-1450
2.	Dan Formato, Deputy	802 NW 2nd	773-2403	773-9484
3.	Dave Eikenes	1722 River Rd. NW	773-0058	773-0058
4.	Ken Stennes	1401 Central Ave. NW	773-2971	773-9127
5.	Tom Stennes	902 NW 18th	773-2971	773-3275
6.	Rudy Skogerboe, M.D.	1000 Columbia Rd. S.	780-6000	775-0240

1

PART

3

STANDARD OPERATING PROCEDURES OF EAST GRAND FORKS CIVIL DEFENSE MISSING PERSONS UNIT

3A Preflood Activities

- (1) Prepare public information releases for broadcast during the flood emergency.
- (2) Coordinate needs for phones with the Communications Unit.

3B Flood/Emergency Activities

- (1) Activate and staff a Missing Persons Unit station in the Flood Control Headquarters if a catastrophe occurs.
- (2) The Police Department will collect information and vital statistics on persons regarded to be missing (see Appendix XXII-1).
- (3) The Police Department will provide information to the Search and Rescue Unit and Morgue and Burial Unit.
- (4) Coordinate and communicate with the coroner on notification of next of kin before release of names of dead.
- (5) Work with the Public Information Officer and broadcast names of missing persons for location or corrections.
- (6) Record and maintain missing persons files.
- (7) Prepare situation reports for the Civil Defense Director.

3C Recovery/Postflood Activities

- (1) Provide facts and information to the Engineering Unit during debris clearance on possible sites of missing persons.
- (2) Continue services until no longer required for the emergency.
- (3) Prepare a final report for the Civil Defense Director regarding problems encountered and recommendations for future flood fights.

CASE NBR: \_\_\_\_\_

## APPENDIX XXII-1

## MISSING PERSONS REPORT

TYPE OF REPORT: MISSING \_\_\_\_\_ RUNAWAY \_\_\_\_\_

NAME: (Last, First, Middle)						PHONE NBR:	
ADDRESS: (Street)		(City)		(State)		(Zip Code)	
DATE OF BIRTH	SEX	RACE	EYES	HAIR	HEIGHT	WEIGHT	
BEARD/MUSTACHE		COMPLEXION	BUILD	SCARS, MARKS, TATOOS, DEFORMITIES			
MEDICAL CONDITION (Drugs, Alcohol, Etc.)							
MENTAL/EMOTIONAL STATUS							
MISSING SINCE: (Date/Time)		LAST SEEN AT: (Location)		POSSIBLE DESTINATION:			
COAT	DRESS		SHIRT/BLOUSE		SKIRT		
SLACKS	SHOES		HAT		JEWELRY		
REPORTED BY: (Last, First, Middle)						RELATIONSHIP	
ADDRESS:						PHONE NBR:	
DETAILS:							

I CERTIFY THAT THE PERSON DESCRIBED ABOVE IS ABSENT DUE TO THE FOLLOWING (AS DETAILED ON THE REVERSE SIDE OF THIS FORM):

1. MENTAL/PHYSICAL DISABILITY; ☐ 2. INVOLUNTARY DISAPPEARANCE; ☐ 3. PHYSICAL SAFETY ENDANGERED; OR

4. RUNAWAY, AND THAT ALL INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

SIGNATURE \_\_\_\_\_

BY WHOM	CANCELLED MINCIS: (Date)	BY WHOM
LOCATED AT: (Address)	INVESTIGATING OFFICER(S) SIGNATURE:	

XXIII

EAST GRAND FORKS CIVIL DEFENSE MORGUE AND BURIAL UNIT

PART

1

UNIT OVERVIEW

23-01 FLOOD MISSION We hope this unit will never have to be activated! It is anticipated that Civil Defense officials, the Engineering Unit, and Corps of Engineers will have taken life saving steps to have all persons evacuated from areas where there was a high degree of danger. However, if an unforeseen situation suddenly turned into a major catastrophe, the Morgue and Burial Unit would be responsible for identifying, preparing, and setting up temporary holding places for bodies as required by the magnitude of the disaster.

23-02 LIAISON WITH OTHER GROUPS The unit would work closely with the Minnesota National Guard and the American Red Cross. The unit would also recruit assistance from funeral home personnel located in the greater Grand Forks area.

PART

2

EAST GRAND FORKS CIVIL DEFENSE MORGUE AND BURIAL UNIT CHIEF, DEPUTIES AND MEMBERS

	<u>NAME</u>	<u>ADDRESS</u>	<u>BUSINESS PHONE</u>	<u>HOME PHONE</u>
1.	Ken Stennes, Chief	1401 Central Ave.	773-2971	773-9127
2.	Tom Stennes, Deputy	902 NW 18th St.	773-2971	773-3275
3.	Lars Stennes	707 NW 12th St.	773-8474	773-8474
4.	Orley D. Gunderson	1910 River Rd. NW	773-3441	773-2381
5.	Dr. Rudy Skogerboe	1000 Columbia Rd.	780-6000	775-0240

APPENDIX XXIII-1

LOCATION OF MORTUARIES AND TEMPORARY HOLDING PLACES FOR BODIES

<u>BUILDING</u>	<u>ADDRESS</u>	<u>BUSINESS PHONE</u>
Stennes Funeral Home	1401 Central Ave. NW	773-2971
Norman Funeral Home	Hwy. 220 N.	772-3403
East Grand Forks Civic Center	300 NE 15th St.	773-2724

APPENDIX XXIII-2

AREA MORTUARIES WITH CAPABILITY FOR ASSISTANCE

<u>MANAGER</u> <u>NAME/OWNER</u>	<u>ADDRESS</u>	<u>BUSINESS</u> <u>PHONE</u>	<u>HOME</u> <u>PHONE</u>
STENNES FUNERAL HOME Ken Stennes	1401 Central Ave. NW	773-2971	773-9127
NORMAN FUNERAL HOMES	Hwy. 220 N.	772-3403	

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**DATE**  
**FILME**